



Ship's Serviceman 2

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0503LP2174700

Reviewed and approved for continued use on
5 February 1992.

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SHIP'S SERVICEMAN 2

NAVEDTRA 80177

Prepared by the Naval Education and Training Program Management
Support Activity, Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the Training Manual (TRAMAN) or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The TRAMAN for this course is Ship's Serviceman 2, NAVEDTRA 10177. The TRAMAN pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

BLACK DOT INFORMATION: Black dots (●) may be used in the text and correspondence course to emphasize important or supplemental information and to highlight instructions for answering certain questions. Read these black dot entries carefully; they will help you answer the questions and understand the material.

SELECTING YOUR ANSWERS: After studying the text, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the TRAMAN. You may refer freely to the TRAMAN and seek advice and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to

follow these rules can result in suspension from the course and disciplinary action.

SUBMITTING COMPLETED ANSWER SHEETS: Complete all assignments as quickly as possible to derive maximum benefit from the course. As a minimum, submit at least one assignment per month. This is a requirement established by the Chief of Naval Education and Training. Failure to meet this requirement could result in disenrollment from the course.

TYPES OF ANSWER SHEETS: If you are a U.S. Navy enlisted member on active duty or a drilling U.S. Naval Reserve enlisted member, you should use the answer sheet attached at the end of this course and follow the instructions in section A below. If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the Automatic Data Processing (ADP) answer sheets included in the course package and follow the instructions in section B.

A. Manually Scored Answer Sheets

If you are a U.S. Navy enlisted member on active duty or attached to a U.S. Naval Reserve drilling unit, your course will be administered by your local command. You must use the answer sheet designed for manual scoring, NETPMSA form 1430/5, Stock Ordering Number 0502-LP-216-0100. You may get a supply of the forms from your ESO or you may reproduce the one in the back of this course booklet. DO NOT USE THIS FORM FOR COURSES ADMINISTERED BY NETPMSA.

Recording Information on the Manually Scored Answer Sheets:

As you complete each assignment, submit the completed answer sheet to your

local educational services officer (ESO) for grading. You may submit more than one answer sheet at a time. Remember, you must submit at least one assignment each month.

Grading:

Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, the ESO will list the questions you answered incorrectly and give you a pink answer sheet marked RESUBMIT. You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion:

After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry on Page 4 of your service record.

Student Questions:

If you have questions concerning the administration of this course, consult your local ESO.

B. ADP Answer Sheets

If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling reserve unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the ADP answer sheets provided in your course package. You should use one blank original ADP answer sheet for each assignment. Use only the original ADP answer sheet provided in your course package, NETPMSA will not accept reproductions.

Recording Information on the ADP Answer Sheets:

Carefully follow the MARKING INSTRUCTIONS on each answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information identifies you (the student), the course, and the assignment; it must be correct for NETPMSA to process your course and give you credit for your work.

Because your ADP answer sheets will not be returned to you, be sure to mark your answers in the course booklet as you are working the course. Whenever you complete an assignment, transfer your answers from the course booklet to the ADP answer sheet.

Mailing the Completed ADP Answer Sheets:

Upon completing an assignment, mail the completed answer sheet to:

Commanding Officer
Naval Education and Training
Program Management Support
Activity
Pensacola, FL 32559-5000

Use envelopes to mail your answer sheets. You must provide your own envelopes or request them from your local educational services officer (ESO). You may enclose more than one answer sheet in a single envelope. Remember, regardless of how many answer sheets you submit at a time, NETPMSA should receive at least one assignment a month.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS AN ENVELOPE FOR RETURNING ANSWER SHEETS OR OTHER COURSE MATERIALS.

Grading:

NETPMSA will grade the answer sheets and notify you by letter concerning your grade for each assignment, your incorrect answers, and your final grade. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, you must rework the assignment. NETPMSA will enclose a new ADP answer sheet in the letter notifying you of the questions you answered incorrectly. You will be required to redo the assignment and resubmit the new answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion:

When you complete the last assignment, fill out the Course Completion form in the back of the course and enclose it with your last answer sheet. NETPMSA will issue you a letter certifying that you satisfactorily completed the course. You should make sure that credit for the course is recorded in your service record.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH NETPMSA'S ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. This is especially important if you are taking the course for Naval Reserve retirement credit. You must mail your answer sheets at least 60 days before your anniversary date. This will provide you with enough time for delays in the mail or reworking failed assignments. DO NOT MAIL YOUR ASSIGNMENTS TO THE NAVAL RESERVE PERSONNEL COMMAND (NRPC).

Student Questions:

If you have questions concerning this course, notify NETPMSA by mail (use the address on page ii) or by telephone: AUTOVON 922-1366 or commercial (904) 452-1366.

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For the purpose of Naval Reserve retirement, this edition of the course is evaluated at 11 points. These points will be credited to you upon your satisfactory completion of the entire course.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH NETPMSA'S ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. Refer to the Course Completion paragraph under section B. ADP Answer Sheets.

COURSE OBJECTIVES

In completing this course, you Will demonstrate a knowledge of the subject matter by correctly answering questions pertaining to the following subject areas: basic operating principles for the Resale Operations Management (ROM) system; organization and maintenance of ship's store files; cash collection procedures; receipt inspection procedures, issues of ship's store stock; and inventory and reconciling results.

Naval courses may include several types of questions—multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-1. Who was the first person appointed
Secretary of Defense under the
National Security Act of 1947?
1. George Marshall
 2. James Forrestal
 3. Chester Nimitz
 4. William Halsey

Indicate in this way on the answer sheet:

	1 T	2 F	3	4	
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-2. All naval officers are authorized to
correspond officially with any systems
command of the Department of the
Navy without their respective com-
manding officer's endorsement.
1. True
 2. False

Indicate in this way on the answer sheet:

	1 T	2 F	3	4	
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B may be used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses may be used once, more than once, or not at all.

A. OFFICER

B. DEPARTMENT

- | | |
|-------------------------------|---------------------------|
| s-3. Damage Control Assistant | 1. Operations Department |
| s-4. CIC Officer | 2. Engineering Department |
| s-5. Disbursing Officer | 3. Supply Department |
| s-6. Communications Officer | |

Indicate in this way on the answer sheet:

	1 T	2 F	3	4	
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

Assignment 1

Textbook Assignment: "Ship's Store Automation," chapter 1, pages 1-1 through 1-6; and "Ship's Store Files," chapter 2, pages 2-1 through 2-19.

- Questions 1-1 through 1-33 refer to chapter 1 of the text.
-
- Learning Objective: Identify basic principles involved in the use of the Resale Operations Management (ROM) system.
-
- 1-1. What command/activity developed the ROM system?
1. The Navy Resale and Services Support Office
 2. The Naval Supply Systems Command
 3. The Navy Management Systems Support Office
 4. The Chief of Naval Education and Training
- 1-2. What publication or guide provides detailed information on how to operate and use the ROM system?
1. NAVSUP P-485
 2. NAVSUP P-487
 3. NAVSUP P-4998
 4. Terminal User's Guide
- 1-3. ROM functions are based on the procedures contained in what publication?
1. NAVSUP P-485
 2. NAVSUP P-486
 3. NAVSUP P-487
 4. NAVSUP P-567
- 1-4. A request to implement the ROM system aboard ship is sent to what command/activity?
1. NAVSUP
 2. NAVMASSO
 3. TYCOM
 4. NAVRESSO
- 1-5. The implementation of the ROM system should be accomplished in what time period?
1. 1 week
 2. 1 month
 3. 1 accounting period
 4. 1 year
- 1-6. What type of security associated with the ROM system is concerned with the location of the ROM system terminal?
1. Physical
 2. Password
 3. Application
 4. Internal
- 1-7. What individual aboard ship is normally the ROM system administrator?
1. The ship's store recordskeeper
 2. The leading Ship's Serviceman
 3. The data processing officer
 4. The ship's store officer
- 1-8. Password and user's IDs are assigned by what individual?
1. The systems administrator
 2. The implementation officer
 3. The leading Ship's Serviceman
 4. The commanding officer
- 1-9. Password/security instructions contained in appendix F of the ROM TUG are distributed to which of the following individuals?
1. The commanding officer
 2. The supply officer
 3. The ship's store officer
 4. Any authorized user of the ROM system

- 1-10. The ROM system security access list is a record of all ship's store personnel that do not have access to the ROM system.
1. True
 2. False
- 1-11. How often does the ship's store officer review the ROM system security access list?
1. Daily
 2. Weekly
 3. Monthly
 4. Annually
- 1-12. The ROM system operates on which of the following microcomputers?
1. Apple II
 2. Zenith Z-248
 3. Honeywell AP microcomputer
 4. Both 2 and 3 above
- 1-13. What keys on the ROM system computer are used to activate ROM functions?
1. F keys
 2. Directional arrow keys
 3. Home keys
 4. Cursor movement keys
- 1-14. What is the purpose of the disk drives on the ROM computer?
1. To power the computer in case of power failure
 2. To transfer information into and out of computer memory
 3. To display and explain information entered on the ROM computer display screen
 4. To power the printer when used
- 1-15. The ROM system stores all resale operation data on how many files?
1. 17
 2. 24
 3. 33
 4. 48
- 1-16. When will the ROM system check for the most recent backup date?
1. Once a week, usually on Monday
 2. After the ROM master menu appears on the screen
 3. After the user's ID and password information are entered
 4. When the ROM system is turned on in the morning
- 1-17. What is the maximum time the ROM system will allow you to operate it without performing a backup?
1. 1 day
 2. 1 week
 3. 3 days
 4. 30 days
- 1-18. When an error is found during system initialization, what action will the ROM user take?
1. Refer to the appropriate backup and restore procedures contained in the ROM TUG
 2. Recheck the password and ID entered
 3. Change the disk drive
 4. Enter the word ship and then Y to straighten the heads
- 1-19. ROM users must have which of the following information before the ROM system will allow them access to a particular function?
1. Three-position user's ID
 2. Six-position password
 3. Assigned access to that particular function
 4. All of the above

Learning Objective: Identify practices and procedures used in operating the ROM system.

IN ANSWERING QUESTIONS 1-20 THROUGH 1-22, SELECT FROM COLUMN B THE ROM SYSTEM SCREEN THAT IS DEFINED IN COLUMN A.

	A. DEFINITIONS	B. ROM SYSTEM SCREENS
1-20.	Shows data already in the computer files usually for information purposes and cannot be changed	1. Menu screen 2. Data entry screen 3. Data display screen
1-21.	Shows the various options available to the user	
1-22.	Allows entries and changes to be made to existing computer files	
1-23.	The ROM master menu provides the user how many different function options?	1. 6 2. 10 3. 17 4. 33
1-24.	What Function key is used to create a new record by taking the information entered on the screen?	1. F1 2. F2 3. F3 4. F5
1-25.	What function key is used to delete a record currently displayed on the screen?	1. F1 2. F2 3. F3 4. F4

1-26. What function key is used to print a report that is indicated on the screen?

1. F1
2. F2
3. F3
4. F4

1-27. All source documents used in entering transactions in the ROM system should be saved and not filed until what time?

1. The end of the accounting period
2. The end of each month
3. The end of each week
4. Until the backup is performed at the end of the day

1-28. When you have completed the ROM processing, you must exit the ROM system so no one will be able to use the ROM with your security access.

1. True
2. False

Learning Objective: Identify procedures for maintaining the ROM system.

1-29. The procedures for reporting problems to NAVMASSO concerning the ROM system are contained in what publication?

1. The ROM TUG
2. The NAVSUP P-487
3. The NAVSUP P-485
4. The manufacturer's instruction booklet

1-30. What problem will you encounter most often in maintaining the ROM system?

1. Overheating
2. Distorted data entry screens
3. Dust buildup
4. Faulty data display screens

- 1-31. Before a ROM user enters the option to print a report, which of the following actions should be taken?
1. Turn on the printer only
 2. Turn on the printer and load it with paper only
 3. Turn on the printer, load it with paper, and push the ESC key
 4. Reset the printer and depress the ESC key
- 1-32. What key on the ROM system should always be kept in the locked position?
1. The ESC key
 2. The home key
 3. The lock key
 4. The A key
- 1-33. When, if ever, should floppy disks be cleaned?
1. Daily
 2. Weekly
 3. Monthly
 4. Never

● Questions 1-34 through 1-69 refer to chapter 2 of the text.

Learning Objective: Identify the procedures for maintaining the ship's store files used in ship's store afloat.

- 1-34. All information entered into the ROM system data base is stored in what type of files?
1. Data
 2. Security
 3. Manual
 4. Operator
- 1-35. Forms generated by the ROM system may not be used for filing in ship's store files.
1. True
 2. False

- 1-36. How many ship's store administration (SSA) files are maintained in the ship's store office?
1. 21
 2. 24
 3. 26
 4. 33
- 1-37. Which of the following ship's store files is/are maintained for the complete fiscal year?
1. SSA-11C
 2. SSA-13
 3. SSA-14
 4. All of the above

IN ANSWERING QUESTIONS 1-38 THROUGH 1-42, SELECT FROM COLUMN B THE FILE THAT HOLDS THE CONTENTS SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	<u>A. CONTENTS</u>	<u>B. FILES</u>
1-38.	Original inventory at the beginning of the accounting period	1. SSA-4 2. SSA-11 3. SSA-21 4. SSA-22
1-39.	Copy of each DD Form 1155 receipt document signed by the responsible custodian	
1-40.	Copy of each DD Form 1155 receipt document with cost and retail extensions when applicable	
1-41.	Three subfiles	
1-42.	Copy of the DD Form 1149 substantiating cost of operations	

- 1-43. What file contains copies of the requisitions from other supply officers that are forwarded monthly to the appropriate FAADC?
1. SSA-4
 2. SSA-5
 3. SSA-11B
 4. SSA-21
- 1-44. When the dealer's bill is received, a copy should be attached to the purchase order and filed in SSA-11R.
1. True
 2. False
- 1-45. How many purchase orders should be filed in each separate folder of the subfiles of the purchase order file?
1. 5
 2. 10
 3. 15
 4. 20
- 1-46. The documents used to audit and verify ship's store records are found in which of the following files?
1. SSA-1
 2. SSA-2
 3. SSA-11
 4. SSA-21
- 1-47. Which of the following correspondence should be filed in SSA-17?
1. Outgoing official correspondence to military activities
 2. Incoming official correspondence from military activities
 3. Both 1 and 2 above
 4. Incoming and outgoing official correspondence from or to civilian contractors, vendors, and so forth

● In answering questions 1-48 through 1-52, refer to the following paragraph.

A delivery truck arrives on the pier with an order of canned drinks for the ship. SH2 Clark, the ship's store recordskeeper, pulls copies of the purchase order out of the ship's store files for the receipt inspector and the bulk storeroom custodian to use in receiving the canned drinks. After the canned drinks are received and stowed, SH2 Clark is given the receipt inspector's copy of the purchase order. He pulls the corresponding copies of the outstanding purchase order out of the files and extends and posts the total dollar value and quantities to the ship's store records. After the purchase order is extended and posted, SH2 Clark files one copy of the purchase order in the file which is forwarded to the appropriate FAADC monthly and files the remaining copies of the purchase order until the dealer's bill is received. On receipt of the dealer's bill, SH2 Clark pulls the purchase order for the canned drinks out of the files, attaches the dealer's bill, and refiles both.

- 1-48. SH2 Clark should obtain the copy of the purchase order used by the receipt inspector from what file?
1. SSA-11A
 2. SSA-11B
 3. SSA-20
 4. SSA-23
- 1-49. SH2 Clark should obtain the copy of the purchase order used by the bulk storeroom custodian from what file?
1. SSA-11A
 2. SSA-11B
 3. SSA-20
 4. SSA-23
- 1-50. SH2 Clark should pull copies of the outstanding purchase order from what file?
1. SSA-11A
 2. SSA-11B
 3. SSA-20
 4. SSA-23

1-51. Once the purchase order is extended and posted to the ship's store records, SH2 Clark should file one copy in (a) what file until it is forwarded at the end of each month to the appropriate FAADC and file the remaining copies in (b) what file until the dealer's bill is received?

1. (a) SSA-4 (b) SSA-11A
2. (a) SSA-5 (b) SSA-11B
3. (a) SSA-4 (b) SSA-11B
4. (a) SSA-5 (b) SSA-11A

1-52. When the dealer's bill is received, SH2 Clark should attach it to the purchase order and file it in what file?

1. SSA-11A
2. SSA-11C
3. SSA-13
4. SSA-21

Learning Objective: Determine the procedures for maintaining the ship's store afloat financial control record file.

1-53. What is the primary purpose of the Ship's Store Afloat Financial Control Record, NAVSUP Form 235?

1. To provide a record of all expenditures
2. To determine accurately whether a ship's store activity is operating within monetary limits
3. To provide control numbers for breakouts and intrastore transfers
4. To provide an accumulated record of all receipts at cost price

● In answering question 1-54, refer to the following paragraph.

You are stationed aboard a ship with one retail store, one standard Navy clothing store, one snack bar (selling manufactured and retail items), eight can drink vending machines (four operated by SH3 Smith and four operated by SHSN Jones), two cigarette and two candy machines operated by SH3 Dalton, and five amusement machines.

1-54. How many separate columns should be maintained on the NAVSUP Form 235 for these activities?

1. Five
2. Six
3. Seven
4. Eight

1-55. In which of the following columns on the NAVSUP Form 235 would entries be made at cost price?

1. Can Drink Vending Machines
2. Cup-Type Vending Machines
3. Cigarette Vending Machines
4. Retail Store #1

1-56. When the retail store aboard your ship is operated under combined responsibility, one column is maintained on the NAVSUP Form 235 for that retail store and the bulk storeroom that supplies it.

1. True
2. False

1-57. What additional column is included on the NAVSUP Form 235 under combined responsibility and used when posting cost of operation issues?

1. Cup-Type Vending Machines
2. Can Drink Vending Machines
3. Cost of Operation
4. Other Cost Material

1-58. What ROM function is used to generate the NAVSUP Form 235?

1. The resale operations reports function
2. The data file query function
3. The resale operations constants function
4. The cash receipt function

1-59. What information must ROM users enter into the resale operations constants file in order for the ROM to properly post transactions to the NAVSUP Form 235?

1. The stock numbers of the items carried in inventory
2. The store numbers and type of responsibility
3. The appropriation data
4. All of the above

Learning Objective: Identify procedures used to maintain the number control and breakout file. (Continued in assignment 2.)

1-60. The Number Control, NAVSUP Form 980, is used for which of the following purposes?

1. Assigns control numbers to Intra-Store Transfer Data, NAVSUP Form 973
2. Assigns control numbers to all receipt documents
3. Provides a record of control numbers entered on the Journal of Receipts, NAVSUP Form 977
4. Provides a record of all expenditures occurring in the ship's store operation

1-61. With the ROM system, the NAVSUP Form 980 may be printed by the use of what function?

1. Resale operations reports function
2. Data file query function
3. Retail price change function
4. Intrastore transfer function

1-62. The ROM-generated NAVSUP Form 980 lists the control numbers used during what time period?

1. The current fiscal year
2. The current accounting period
3. The current month
4. The current week

1-63. When will the ROM system assign a number control code to the Intra-Store Transfer Data, NAVSUP Form 973?

1. When the required items are entered in the ROM system
2. After the quantities are broken out and the quantities compared
3. After the final intrastore transfer document is prepared
4. At the end of the accounting period

1-64. The Intra-Store Transfer Data, NAVSUP Form 973, is used for moving stock between which of the following activities?

1. Bulk storeroom to the sales outlet
2. Bulk storeroom to the service activity
3. Sales outlet to the bulk storeroom
4. All of the above

1-65. ROM users will print the NAVSUP Form 973 using what ROM function?

1. The resale operations constants function
2. The intrastore transfer function
3. The resale operations reports function
4. The miscellaneous expenditure function

IN ANSWERING QUESTIONS 1-66 THROUGH 1-69, SELECT FROM COLUMN B THE ORIGINAL OR COPY OF THE NAVSUP FORM 973 USED IN EACH STEP OF A BREAKOUT DESCRIBED IN COLUMN A.

	A. BREAKOUT STEPS	B. ORIGINAL OR COPIES
1-66.	Used by the ship's store recordskeeper to post the completed breakout to the ship's store records	1. Original 2. Duplicate 3. Triplicate 4. Quadruplicate
1-67.	Returned to the ship's store recordskeeper by the bulk storeroom custodian after recording the quantities broken out and signing	
1-68.	Used by the sales outlet or service activity operator to record quantities of material received	
1-69.	Retained by the bulk storeroom custodian for his or her records when the material is broken out from the bulk storeroom	

Assignment 2

Textbook Assignment: "Ship's Store Files (continued)," chapter 2, pages 2-7 through 2-31.

Learning Objective: Identify the procedures used to maintain the number control and breakout file. (Continued from assignment 1.)

- 2-1. What portion of the NAVSUP Form 973 is given to the bulk storeroom custodian to break the merchandise out to the sales outlet?
1. Original only
 2. The original and duplicate only
 3. The original, duplicate, and triplicate only
 4. The original, duplicate, triplicate, and quadruplicate
- 2-2. What portion of the NAVSUP Form 973 will the sales outlet or service activity operator sign during the course of a breakout or issue?
1. The original and triplicate only
 2. The original, duplicate, and quadruplicate only
 3. The original, triplicate, and quadruplicate only
 4. The original, duplicate, triplicate, and quadruplicate
- 2-3. What individual should NOT have access to the original and duplicate of the NAVSUP Form 973 when accomplishing a breakout from the bulk storeroom to the retail store?
1. The ship's store officer
 2. The ship's store recordskeeper
 3. The bulk storeroom custodian
 4. The retail store operator
- 2-4. After the breakout is completed in manual recordskeeping, the ship's store recordskeeper will compare quantities broken out by the bulk storeroom custodian to the quantities received by the receiving custodian. If the quantities match, the ship's store recordskeeper will enter the correct quantities broken out on what portion of the NAVSUP Form 973?
1. Original
 2. Duplicate
 3. Triplicate
 4. Quadruplicate
- 2-5. Once the ship's store recordskeeper verifies the quantities broken out and received, the person receiving the material will sign what portion of the NAVSUP Form 973?
1. Original and quadruplicate
 2. Original and triplicate
 3. Original and duplicate
 4. Original only

2-6. In ROM procedures, what portion(s) of the original NAVSUP Form 973 used to request items is/are filed in file SSA-2?

1. The duplicate
2. The triplicate
3. The quadruplicate
4. All of the above

2-7. In ROM procedures, what portion of the NAVSUP Form 973 used to request items is compared to the original of the final NAVSUP Form 973?

1. Original
2. Duplicate
3. Triplicate
4. Quadruplicate

Learning Objective: Determine the procedures used in maintaining the journal of receipts and the journal of expenditures files.

2-8. What is the primary purpose of the Journal of Receipts, NAVSUP Form 977?

1. Provides an accumulated record of all breakouts at retail price
2. Provides an accumulated record of all expenditures at cost price
3. Provides a number control for all receipt and expenditure documents
4. Provides an accumulated record of all receipts at cost price

2-9. At what time or event will the ship's store recordskeeper begin a new Journal of Receipts, NAVSUP Form 977?

1. At the end of the fiscal year
2. Each time a transmittal of receipt documents is submitted to the appropriate FAADC
3. On the first day of each new accounting period
4. At the end of each month

2-10. In what column on the NAVSUP Form 977 will you enter the total cost value of ship's store inventory (excluding standard Navy clothing inventory) brought forward from the previous accounting period?

1. Other Sources, Clothing
2. Other Supply Officer, Ship's Store
3. Purchases, Ship's Store
4. Other Sources, Ship's Store

2-11. The assignment of receipt numbers from the NAVSUP Form 977 will begin with the number 1 at what time?

1. At the start of each month
2. Each time a new page is started on the NAVSUP Form 977
3. On the first day of each new year
4. On the first day of each new accounting period

2-12. You received some laundry supplies from another supply officer. In what column of the NAVSUP Form 977 will the total dollar value of the receipt at cost be entered?

1. Other Supply Officer under the heading Ship's Store
2. Purchases under the heading Ship's Store
3. Other Sources under the heading Ship's Store
4. Other Supply Officer under the heading Clothing

2-13. At what interval is the ship's store officer required to forward one legible copy of each receipt document to the appropriate FAADC under a letter of transmittal?

1. Each fiscal year
2. Each accounting period
3. Monthly
4. Quarterly

- 2-14. From what files are the receipt documents forwarded to the appropriate FAADC taken?
1. SSA-2 and SSA-3
 2. SSA-4 and SSA-5
 3. SSA-11 and SSA-13
 4. SSA-20 and SSA-21
- 2-15. You have finished submitting receipt documents 1 through 12 to the appropriate fleet accounting and disbursing center. What entry, if any, is made on the NAVSUP Form 977?
1. You enter "Negative document report forwarded to (FAADCLANT or FAADCPAC) on (date)"
 2. You enter "Receipt documents 1 through 12 forwarded to (FAADCLANT or FAADCPAC) on (date)"
 3. You enter "Receipt documents forwarded to FAADC this date"
 4. None
- 2-16. ROM users will generate the transmittal of receipt documents using what ROM function?
1. The receipt function
 2. The requisition/purchase order function
 3. The resale operations constants function
 4. The resale operations reports function
- 2-17. ROM users are required to verify that the receipts listed on the transmittal equal the actual cost value of merchandise received.
1. True
 2. False
- 2-18. What is the primary purpose of the Journal of Expenditures, NAVSUP Form 978?
1. Provides the ship's store officer with individual item inventory
 2. Provides an accumulated record of all receipts at cost price
 3. Determines accurately whether a ship's store activity is short or over
 4. Provides an accumulated record of all expenditures at cost, standard, or markdown price
- 2-19. A new journal of expenditures is started at what time?
1. At the end of the month
 2. On the first day of the new accounting period
 3. Quarterly
 4. Each new fiscal year
- 2-20. ROM users may print the NAVSUP Form 978 using what ROM function?
1. The resale operations reports function
 2. The survey function
 3. The miscellaneous expenditure function
 4. The resale operations constants function

IN ANSWERING QUESTIONS 2-21 THROUGH 2-24, SELECT FROM COLUMN B THE HEADING AND COLUMN OF THE NAVSUP FORM 978 TO WHICH THE TRANSACTION SHOWN IN COLUMN A WOULD BE POSTED.

	A. TRANS-ACTIONS	B. HEADINGS AND COLUMNS
2-21.	Transfer of standard Navy clothing stock to the supply support activity	1. Other Supply Officer under the heading Ship's Store 2. Other Expenditures under the heading Ship's Store
2-22.	Markdown of 48 packages of Ritz crackers located in the retail store	3. Other Supply Officer under the heading Clothing
2-23.	Survey of standard Navy clothing stock to the Navy Stock Fund (NSF)	4. Other Expenditures under the heading Clothing
2-24.	Transfer of 240 cartons of tax-paid cigarettes to the <u>USS SARATOGA</u> (CV-60)	
	Learning Objective: Identify the procedures used to maintain the receipts from purchase and receipts from other supply officer's file.	
2-25.	The transmittal of receipt documents must be forwarded to the appropriate fleet accounting and disbursing center within how many days following the end of the month?	
	1. 7 days 2. 5 days 3. 3 days 4. 10 days	

2-26. The receipt documents forwarded in the transmittal are separated into how many groups?

1. Five
2. Two
3. Three
4. Four

2-27. The ROM system automatically separates receipts into the appropriate groups in what ROM function?

1. The resale operations constants function
2. The receipt function
3. The requisition/purchase order function
4. The resale operations reports function

2-28. When there are no receipts during the month, the ship is not required to forward a letter report to the appropriate fleet accounting and disbursing center.

1. True
2. False

2-29. ROM users will produce the letter report forwarded with the transmittal of receipt documents using what ROM function?

1. The receipt function
2. The resale operations constants function
3. The resale operations reports function
4. The requisition/purchase order function

2-30. A copy of the transmittal of receipts letter report is filed in which of the following files?

1. SSA-3 and SSA-11
2. SSA-4 and SSA-5
3. SSA-11 and SSA-21
4. SSA-17 and SSA-21

Learning Objective: Identify the major logs kept on file in the ship's store office.

- 2-31. When the ROM system is used, which of the following manual logs is/are NOT required?
1. The purchase order log
 2. The requisition log
 3. The expenditure invoice log
 4. All of the above
- 2-32. The Julian date for January 31, 1990 would be which of the following numbers?
1. 0031
 2. 0131
 3. 0310
 4. 3101
- 2-33. Which of the following serial numbers may have been assigned to a requisition document?
1. 9799
 2. 9879
 3. 9899
 4. 9989
- 2-34. The expenditure invoice log provides a record of which of the following documents?
1. Documents assigned a purchase order serial number
 2. Documents assigned a requisition serial number
 3. Documents assigned an expenditure serial number
 4. All of the above
- 2-35. In the ROM system, expenditure serial numbers are assigned to expenditure documents using a manual log because the ROM system does not have the capability to assign these types of serial numbers.
1. True
 2. False

Learning Objective: Identify the procedures used to maintain the stock record files.

- 2-36. How is the Stock Record, NAVSUP Form 464, kept on file in manual recordskeeping?
1. In stock number order by category of merchandise
 2. In numerical order by category of merchandise
 3. In line item order by category of merchandise
 4. In alphabetical order by category of merchandise
- 2-37. By what number are the stock record masters identified in the ROM system?
1. Vendor style number
 2. ROM function number
 3. Item stock number
 4. Brand name
- 2-38. At what time are ROM users required to create a new stock record for new items?
1. Before ordering the new merchandise
 2. After the purchase order or requisition documents for the new items are signed
 3. When the new items are received
 4. At the time receipts are entered in the ROM receipt function
- 2-39. What ROM function should you use to modify an existing stock record master?
1. The ship's store constants function
 2. The stock record maintenance function
 3. SSAC/contract vendor maintenance function
 4. The stock record master view function

● In answering question 2-40, use the information in the following paragraph.

You are ordering the following new items from the Southern Apparel Company: 48 pairs of men's dungaree trousers, size 32 X 32, S/N 532242-4841, price--\$9.21; 48 pairs of men's dungaree trousers, size 34 X 32, S/N 532242-4856, price--\$9.21; 48 pairs of men's dungaree trousers, size 34 X 34, S/N 532242-4860, price--\$9.21; 48 pairs of men's dungaree trousers, size 36 X 34, S/N 532242-4868, price--\$9.21.

2-40. How many stock record masters should you create in the ROM system for these new items?

1. One
2. Two
3. Three
4. Four

2-41. What is the basis for the unit cost price on the stock record?

1. Average of former and last receipt price
2. Last receipt price rounded off to the nearest nickel
3. Last receipt price rounded off to the nearest cent
4. Last receipt price of the oldest stock

<u>STOCK RECORD</u>						
Date	<u>Voucher No.</u>	<u>Rec From Expend to</u>	<u>Received</u>	<u>Expended</u>	Balance in Bulkroom or Warehouse	<u>Total Balance</u>
10-1	Inventory	Brought forward			432	552
10-2	#4	SS#1		72	360	624
10-5	9702	ABC	576		936	
10-7	7770	CGN-9		288		912
10-18	#11	SS#1		144	792	768
10-20	9715	ABC	576		1368	1344
10-22	7775	SURVEY		72		1272

<u>TRANSACTIONS</u>			
Date	<u>Voucher No.</u>	<u>Amount</u>	<u>Description</u>
10-2	#4	72	Breakout from the bulk storeroom to the retail store
10-5	9702	576	Receipt from ABC vendor
10-7	7770	288	Transfer to the USS <u>LONG BEACH</u> (CGN-9)
10-18	#11	144	Breakout from the bulk storeroom to the retail store
10-20	9715	576	Receipt from ABC vendor
10-22	7775	72	Survey items located in the bulk storeroom charging the Navy Stock Fund (NSF)

Figure 2A

- In answering questions 2-42 and 2-43, use the information in the following paragraph and in figure 2A.

Figure 2A shows the columns of a stock record with transactions listed under it. The transactions listed may have been entered incorrectly to the columns of the stock record. Recheck the stock record and answer questions 2-42 and 2-43.

2-42. What should be the correct amount in the Total Balance column after entering the transaction on 10/22?

1. 1128
2. 1344
3. 1488
4. 1704

2-43. What should be the correct amount in the Balance in Bulkroom column of the stock record after entering the transaction on 10/22?

1. 1008
2. 1224
3. 1368
4. 1584

2-44. When, if ever, is the quantity of stock moved from the bulk storeroom to the retail store not subtracted from the Balance in Bulkroom column of the NAVSUP Form 464?

1. When the bulk storeroom and the retail store are operated by the same person
2. When the bulk storeroom and retail store are operated by separate persons
3. When the bulk storeroom is operated by one person and the retail store is operated by two persons
4. Never

2-45. ROM users are required to review what report before placing new orders?

1. Inventory management report
2. Bulk storeroom inventory difference report
3. Outstanding requisition\ purchase order control form
4. Inventory control data report

2-46. At what time or event will the ROM system automatically adjust quantities on the Stock Record, NAVSUP Form 464?

1. After performing the daily backup
2. The day after a transaction is entered in the ROM
3. As transactions are entered in the ROM
4. At the end of the current accounting period

IN ANSWERING QUESTIONS 2-47 THROUGH 2-50, SELECT FROM COLUMN B THE TYPE OF RESPONSIBILITY THAT APPLIES TO THE TRANSACTION IN COLUMN A. RESPONSES MAY BE USED MORE THAN ONCE.

	A. TRANS-ACTIONS	B. TYPES OF RESPONSIBILITY
2-47.	Breakout of 36 Pringles potato chips from the bulk storeroom reduces the quantity shown in the Balance in Bulkroom column of the NAVSUP Form 464 by 36	1. Separate responsibility only 2. Combined responsibility only 3. Both separate and combined responsibility
2-48.	Receipt of 576 Snickers bars increases the Total Balance column of the NAVSUP Form 464 by 576	
2-49.	Expenditure of 12 damaged deodorants located in the bulk storeroom is expended from the Total Balance column of the NAVSUP Form 464, but not expended from the Balance in Bulkroom column	
2-50.	Two cartons of tax-paid cigarettes are marked down to zero and expended from both the Balance in Bulkroom and Total Balance columns of the NAVSUP Form 464	

2-51. When the retail store and bulk storeroom are operated by the same person, ROM users are required to indicate what information in the resale operations constants file?

1. The same store numbers for both activities
2. Separate responsibility
3. Inventory data for both the bulk storeroom and retail store
4. Combined responsibility

Learning Objective: Identify the procedures for maintaining the resale operations constants file.

2-52. What is the information contained in the resale operations constants file used for?

1. To compile official records
2. To prepare reports and other documents
3. To keep a record of security clearances
4. To prepare the ship's store loss and theft prevention report

2-53. Some of the information in the resale operations constants file will almost always have to be changed at which of the following intervals or events?

1. End of the fiscal year
2. End of the accounting period
3. When the supply officer is relieved
4. All of the above

2-54. The resale operations constants menu is accessed from the ROM master menu and provides the user with six options. Which of the following options is NOT offered by the resale operations constants menu?

1. Maintain retail store numbers and names
2. Update general information about the ship
3. Maintain retail department codes
4. Add or modify existing vendors

2-55. The number of personnel authorized for manning aboard ship is entered in the resale operations constants accounting period screen and is used by the ROM when calculating which of the following reports?

1. The transmittal of receipts
2. The inventory control record
3. The ship's store afloat financial control record
4. The inventory discrepancy list

2-56. When the accounting period begins on 1 October 1991, ROM users will input what information into the ROM system data base?

1. 1 October 1991
2. Oct 1, 1991
3. 01 OCT 1991
4. October 01 1991

2-57. What code will the ROM user input into the ROM system data base to indicate a separate responsibility is in effect?

1. C only
2. S only
3. SR
4. CR

- 2-58. After all the appropriate data entries are made in the resale operations constants accounting period function, the ROM user will depress what function key to verify the beginning and ending accounting period dates?
1. F1
 2. F2
 3. F4
 4. F9
- 2-59. What action do you take if you discover a discrepancy after verifying accounting period dates?
1. Depress the F1 key and make the necessary changes
 2. Depress the F2 key and make the necessary changes
 3. Depress the F4 key and make the necessary changes
 4. Depress the F9 key and make the necessary changes
- 2-60. Which of the following data elements is/are NOT maintained via the resale operations constants accounting and appropriation function?
1. Accounting classification spread for purchase orders
 2. Department codes
 3. Appropriation account for markdowns below cost
 4. Standard markup percentage
- 2-61. The expenditure number range entered in the ROM is serial number 9600 for the beginning expenditure number and 9699 for the ending expenditure number. What action, if any, will you take once expenditure number 9699 is used by the ROM system?
1. ROM automatically begins with the next series of numbers beginning with 9700 once you perform the daily backup
 2. You will key in a backup set of serial numbers that will be used by the ROM system in the event the primary serial numbers are used
 3. You will reenter the ROM system and key in new beginning and ending expenditure numbers
 4. None
- 2-62. Once you have completed entering all the required information to the resale operations constants accounting and appropriation data function, what action do you take to post the information to the resale operations constants file?
1. Enter the word process and depress function key F1
 2. Depress function key F2
 3. Depress function key F4 and depress enter/return
 4. Enter the word process and depress the function key F9
- 2-63. What store number is already established in the ROM system for the bulk storeroom and should never be changed?
1. 96
 2. 97
 3. 98
 4. 99

2-64. What action do you take to add a store name and number to the store name constants file?

1. Enter the store name and number and depress function key F1
2. Type the store name and number over another store name and number and depress function key F2
3. Blank out one of the other store names and numbers, type in the new store name and number, and depress function key F3
4. Enter the store name and number and depress function key F8

2-65. What action do you take to modify a department code name via the department code screen?

1. Type in the modification at the end of the existing department code list and depress enter
2. Key in the new name over the old name
3. Space out the entire name and code and enter the new name
4. Change the department code and the name will automatically be changed

Learning Objective: Identify various ROM files and how they are maintained and used.
(Continued in assignment 3.)

2-66. What is the purpose of the ROM data file query function?

1. To enter various data elements into the ROM files
2. To delete various data elements from the ROM files
3. To view or print various ROM files
4. To modify various data elements in the ROM files

2-67. What log maintained in the ROM files lists all surveys made during the current accounting period?

1. The survey log
2. The expenditure invoice log
3. The requisition log
4. The purchase order log

2-68. What ROM file will display all purchase orders created during the current accounting period?

1. Outstanding purchase order listing
2. Inventory management report file
3. Inventory control data file
4. Purchase order listing report file

2-69. The outstanding requisition file displays all outstanding requisitions either full or partial showing the requisition quantity and the quantity received for each line item.

1. True
2. False

2-70. The ROM requisition listing may be accessed via what ROM function?

1. Resale operations correction function
2. Resale operations reports function
3. Requisition/purchase order function
4. Receipt function

Assignment 3

Textbook Assignment: "Ship's Store Files (continued)," chapter 2, pages 2-32 and 2-33; and "Cash Collections," chapter 3, pages 3-1 through 3-15.

- In answering questions 3-1 through 3-8, refer to chapter 2 of the text.

Learning Objective: Identify the various ROM files and how they are maintained and used. (Continued from assignment 2.)

- 3-1. What ROM file will list control data for each vending machine on each closeout date?
1. Alternate NAVSUP Form 236 file
 2. Vending machine file
 3. NAVSUP Form 236 file
 4. Department file
- 3-2. The ROM stock record master file lists all information contained on each different line item in alphabetical sequence by category.
1. True
 2. False
- 3-3. The department file lists all department codes and names on file and is printed in department code sequence.
1. True
 2. False

Learning Objective: Identify the guidelines used when filing and posting documents and explain the procedures for disposing of ship's store records, logs, and returns.

- 3-4. Which of the following guidelines should you follow when filing and posting documents using ROM procedures?

1. Reference the NAVSUP P-487
2. Use and reference your ROM system Terminal User's Guide
3. Process transactions as soon as possible after they occur
4. All the above

- 3-5. Which of the following individuals may make entries into the ROM resale operations correction function without prior authorization?

1. The ship's store recordskeeper
2. The ship's store officer
3. The office supervisor
4. All the above personnel

- 3-6. What report produced by the ROM system lists all corrections made during the current accounting period?

1. Transaction data report
2. Correction audit trail report
3. Inventory management report
4. Inventory control data report

3-7. What disposition should be made of the ship's store records, logs, and returns at the end of the accounting period?

1. Dispose of them locally
2. Maintain them in the ship's store officer's safe for a period of 1 year
3. Stow them in the bulk storeroom in a secure container until they are disposed of
4. Keep them separated by accounting period in fiscal year containers

3-8. For what period of time should ship's store returns and supporting documents be maintained before they are disposed of?

1. 1 year
2. 2 years
3. 3 years
4. 5 years

● In answering questions 3-9 through 3-69, refer to chapter 3 of the text.

Learning Objective: State the responsibilities of the various personnel involved in cash collections in the ship's store operation.

3-9. The responsibility for collecting and depositing cash received from sales in the ship's store rests with what individual?

1. The commanding officer
2. The supply officer
3. The designated cash collection agent
4. The ship's store officer

3-10. In order to make sure cash collections are accomplished properly and according to current procedures, guidelines are provided in supply department instructions by the supply officer using which of the following references?

1. NAVSUP P-487
2. NAVCOMPT Manual
3. Both 1 and 2 above
4. NAVSUP P-485

3-11. What person is responsible for the cash received from sales in the retail store before cash collections are made?

1. The leading Ship's Serviceman
2. The designated cash collection agent
3. The operator of the retail store
4. All of the above

3-12. The designated cash collection agent is responsible to what individual for all cash collections?

1. The leading Ship's Serviceman
2. The ship's store officer
3. The supply officer
4. The disbursing officer

3-13. Which of the following individuals may be designated cash collection agent when sufficient personnel are not available?

1. The ship's store recordskeeper
2. The agent cashier
3. Both 1 and 2 above
4. The retail store operator

Learning Objective: Identify the different types of cash received from sales in the ship's store and the restrictions placed on each different type.

3-14. Which of the following payment methods may NOT be accepted for cash in the ship's store?

1. A personal check for \$5 over the amount of purchase
2. United States currency
3. Traveler's checks for \$5 over the amount of purchase
4. Traveler's checks for the amount of purchase

IN ANSWERING QUESTIONS 3-15 THROUGH 3-18, SELECT FROM COLUMN B THE TYPE OF CASH RELATED TO THE REGULATIONS LISTED IN COLUMN A.

	A. REGULA- TIONS	B. TYPES OF CASH
3-15.	Can be drawn for \$5 over the amount of purchase	1. U.S. currency 2. Traveler's checks only
3-16.	Only type of money accepted in the ship's store	3. Personal checks only 4. Traveler's or personal checks
3-17.	Accepted only for the amount of purchase	
3-18.	Must be endorsed in the presence of the sales outlet operator	

Learning Objective: Explain the procedures the cash collection agent will use to account for and use cash register tapes, cash register keys, and the safe used to hold cash received from sales.

3-19. What procedure will the cash collection agent use when removing the cash register tape from the cash register?

1. Remove the tape from the register, sign and date the tape, and give it to the retail store operator for safekeeping in a separate secure box
2. Remove the tape from the cash register and give it to the ship's store officer who will sign and date the tape and return it for safekeeping in the cash collection agent's safe
3. Remove the tape from the cash register, sign and date the tape, and give it to the ship's store officer for filing in the Accountability File, SSA-21
4. Remove the tape from the cash register, sign and date the tape, and keep it in a secure filing box until required

3-20. The cash register keys that control the operation of the cash register selection levers and permit access to the cash register tapes are kept by what individual?

1. The agent cashier
2. The retail store operator
3. The disbursing officer
4. The person making cash collections

3-21. The cash register selection levers are always locked in the cash position EXCEPT for which of the following times?

1. During the hours the cash register is being used by the sales outlet operator
2. When the cash collection agent is replacing the detailed tape
3. When the cash collection agent is taking the daily register reading
4. When inventory is being conducted in the space

- 3-22. What is the cash collection agent's safe used for?
1. To hold all cash received from sales until it can be deposited with the disbursing officer
 2. To hold cash received from sales until the monthly cash sales invoice is prepared
 3. To hold cash received from sales when the ship's store officer is making cash collections
 4. To hold cash received from sales until the end of the accounting period
- 3-23. The combination that opens the door to the cash collection agent's safe is kept in the custody of what individual(s)?
1. The supply officer
 2. The ship's store officer
 3. The cash collection agent
 4. Both 2 and 3 above
- 3-24. At what interval must the combination to the cash collection agent's safe be changed?
1. Once every accounting period
 2. Once every 6 months
 3. Once every year
 4. Monthly

Learning Objective: Explain the procedures the cash collection agent uses in handling various types of sales and transactions in the retail store.

- 3-25. At what time or event are bulk sales rung up on the cash register by the retail store operator?
1. At the time the merchandise is delivered
 2. When the person making collection collects the cash
 3. When the retail store operator receives a copy of the DD Form 1149
 4. When payment for the merchandise is received
- 3-26. In what way does the cash collection agent record and account for bulk sales in the Cash Register Record, NAVSUP Form 469?
1. Lists it separately from cash sales and includes it in the monthly total at the end of the month
 2. Includes it with other cash collected in the retail store
 3. Retains a copy of the DD Form 1149 covering bulk sales until the end of the month, enters the grand total of bulk sales during the month separately, and adds it to the total monthly cash sales figure
 4. Lists the bulk sale separately for information purposes only, making sure the words bulk sales are included in the Amount in Figures column of the NAVSUP Form 469 so it will not be included in the total monthly cash sales figure
- 3-27. The amount of cash received from bulk sales is entered by ROM users in the ROM cash receipt function using what store number?
1. 1
 2. 8
 3. 98
 4. 99

- 3-28. The Overring/Refund Voucher, NAVSUP Form 972, is approved by what individual when the cash collection agent is collecting cash?
1. The retail store operator
 2. The cash collection agent
 3. The ship's store officer
 4. The leading Ship's Serviceman
- 3-29. For what reason is it important that the cash collection agent verify the validity of an overring voucher received during daily collections in the retail store?
1. The ship's store officer does not approve them when the cash collection agent is making collections
 2. The signature of the customer is not required in the case of overrings
 3. To protect customers from being overcharged
 4. All of the above
- 3-30. After making collections from the retail store, what should the cash collection agent do with any overring/refund vouchers received?
1. Staple them to the applicable page of the Cash Receipt Book, NAVSUP Form 470
 2. Turn them over to the ship's store officer
 3. Staple them to the applicable page of the Cash Register Record, NAVSUP Form 469
 4. Turn them over to the disbursing officer at the time deposits are made
- 3-31. What is the correct procedure for entering an Overring/Refund Voucher, NAVSUP Form 972, in the Cash Register Record, NAVSUP Form 469?
1. The overring/refund voucher is attached to the applicable page of the cash register record and the amount of overring or refund is listed separately and included in the monthly cash sales figure
 2. The overring/refund voucher is attached to the applicable page of the cash register record and the amount of overring or refund is listed separately for information purposes by entering overring or refund, whichever applies, in the Amount in Figures column of the NAVSUP Form 469 so it is not included in the monthly cash sales figure
 3. The overring/refund voucher is verified by the cash collection agent and forwarded to the ship's store officer and the amount of overring or refund is included in the monthly cash sales figure
 4. All overring/refund vouchers are stapled to the applicable page of the Cash Register Record, NAVSUP Form 469, held by the cash collection agent until the end of the month, totaled together, and entered on a separate line of the cash register record for information purposes
- 3-32. When personal checks are returned to the ship due to insufficient funds, what individual is reimbursed for the loss by the ship's store officer?
1. The retail store operator
 2. The agent cashier
 3. The cash collection agent
 4. The disbursing officer

3-33. Where does the ship's store officer get the money to make the appropriate reimbursement for a personal check returned to the ship due to insufficient funds?

1. From cash received from sales in the ship's store
2. From the ship's recreation fund
3. From the ship's imprest fund
4. From the OPTAR funds

3-34. When personal checks are returned due to insufficient funds and are not settled by the end of the accounting period, ROM users must make sure the amount of the personal check is included on the inventory by establishing a new stock record for the check using what retail department code?

1. G 1
2. R 1
3. X 9
4. F 8

3-35. When a personal check is returned to the ship due to insufficient funds, the ship's store officer will use every means to recover the loss from the person writing the check. If the amount is still not collected after continued efforts, at what time period would the personal check be considered uncollectible?

1. After a period of 4 months
2. After a period of 6 months
3. After a period of 1 year
4. After a period determined by the type commander

3-36. When a personal check is considered uncollectible, it is removed from the cash register and turned over to the ship's store officer for action. What entry, if any, will the cash collection agent make in the Cash Register Record, NAVSUP Form 469, when this occurs?

1. A separate entry is made in the cash register record listing the words uncollectible check in the Amount in Figures column to make sure the total is not included in the monthly cash sales total
2. The uncollectible check is attached to the applicable page of the Cash Register Record, NAVSUP Form 469, and a separate entry is made listing the words dishonored check in the Amount in Figures column and including the total amount of the dishonored check in the monthly cash sales total
3. It is entered separately in the Cash Register Record, NAVSUP Form 469, listing the words dishonored check in the Amount in Figures column to make sure the total amount of the dishonored check is not included in the monthly cash sales total
4. None

Learning Objective: Identify the procedures the cash collection agent uses concerning the use of change funds in the ship's store operation.

3-37. Funds may be entrusted to the cash collection agent for providing change funds to the sales outlets after approval is received from what individual?

1. The type commander
2. The commanding officer
3. The supply officer
4. The ship's store officer

3-38. The funds provided to the cash collection agent are given by what individual?

1. The disbursing officer
2. The commanding officer
3. The agent cashier
4. The ship's store officer

3-39. The amount of funds entrusted to the cash collection agent will depend on the number of sales outlets that are operated aboard ship and the change fund requirements of each sales outlet.

1. True
2. False

3-40. You are a cash collection agent responsible for making collections from a dollar bill changer on a ship with 900 personnel. How much money may be provided to you for use as a change fund in the dollar bill changer?

1. An amount not exceeding \$150
2. An amount not exceeding \$400
3. An amount not exceeding \$800
4. An amount determined by the ship's store officer

3-41. The change fund provided to the cash collection agent is checked and audited monthly by the ship's store officer.

1. True
2. False

3-42. The cash collection agent should provide the retail store operator with a new change fund at which of the following times?

1. After the retail store has been closed for 3 days or more
2. At the start of the new accounting period
3. After the retail store has been closed for 5 days for improvements
4. All of the above

3-43. The amount of change fund the cash collection agent provides to the retail store is determined by what individual?

1. The type commander
2. The ship's store officer
3. The cash collection agent
4. The commanding officer

● In answering questions 3-44 through 3-47, refer to the following paragraph.

You are the cash collection agent on a large ship. The ship's store operation on this particular ship consists of 2 retail stores, 1 snack bar, 1 clothing store, and 12 vending machines including 8 can drink machines, 2 cigarette machines, and 2 candy machines. One of the retail stores is operated on two shifts. The eight can drink vending machines are operated by two vending machine operators, each operating four vending machines. The snack bar operator, in addition to his or her duties in the snack bar, operates the two cigarette machines and the two candy machines.

3-44. You have just returned from an authorized 96-hour Thanksgiving holiday ending 28 November in which all the ship's store activities were closed. How many separate change funds can you expect to provide to the sales outlets during the day assuming all the sales outlets are open and operational?

1. 17
2. 13
3. 5
4. 4

3-45. On the first day of December, 3 days later, how many change funds can you expect to provide to the sales outlets if you assume all the sales outlets are operational except the retail store operating on two shifts that is closed for painting?

1. 15
2. 12
3. 11
4. 4

- 3-46. What amount of money, if any, can you expect to leave as a change fund in the retail store (operating two shifts) at the end of the first shift without the type commander's approval?
1. An amount not to exceed \$50
 2. An amount up to \$100
 3. An amount not to exceed \$150
 4. None
- 3-47. You are providing change funds to one of the vending machine operators for the vending machines he or she operates. How many Cash Receipt Certificates, NAVCOMPT Form 2114, if any, should you acquire and retain from the vending machine operator for the money advanced?
1. Two cash receipts for each of the four vending machines
 2. One cash receipt for the total amount of money advanced for change funds for all vending machines
 3. One cash receipt for each of the four vending machines
 4. None
- 3-48. When will the change fund provided to the retail store operator be returned to the cash collection agent?
1. At the end of the month
 2. At the time the cash collection agent takes the register reading and collections are made
 3. At the end of each shift in a retail store operated by more than one person
 4. Both 2 and 3 above
- 3-49. When the retail store is busy on days such as payday, the cash collection agent should provide what amount of money in addition to the regular authorized change fund?
1. The amount approved by the commanding officer in instructions provided to the ship's store officer
 2. An amount not to exceed \$50
 3. An amount not to exceed \$100
 4. An amount not to exceed \$150
- 3-50. Shortages noted in the change funds advanced to the sales outlets are taken out of the proceeds from cash received from sales at which of the following times?
1. The next business day
 2. The end of the month the shortage occurred
 3. The end of the accounting period
 4. Before depositing cash with the disbursing officer
- 3-51. The operator of the retail store may voluntarily cover a change fund shortage occurring in the retail store with his or her own personal money once written authorization is received from what officer?
1. The type commander
 2. The senior Supply Corps officer
 3. The commanding officer
 4. The disbursing officer
- 3-52. An official report of a change fund deficit should be made to the Navy Resale and Services Support Office for which, if any, of the following deficits?
1. \$100
 2. \$200
 3. \$300
 4. None of the above

- 3-53. A deficit of \$25 is discovered in the change fund to retail store #1 and the amount of deficit was taken from sales. How will ROM users adjust the accountability of the retail store?
1. Create a markdown to zero for the amount of the change fund deficit using the ROM retail price change function
 2. Enter the Expenditure Invoice, DD Form 1149, in the ROM miscellaneous expenditure function so the Ship's Store Afloat Financial Control Record, NAVSUP Form 235, is adjusted for the amount of the loss
 3. The amount of the change fund should be absorbed in the cost of retail sales using the ROM corrections function
 4. A pen-and-ink change is made for the dollar difference on the back of the NAVCOMPT Form 153

Learning Objective: Explain the procedures the cash collection agent will use when collecting cash from the sales outlets. (Continued in assignment 4.)

- 3-54. When possible, how often should cash collections be entered in the ROM cash receipt function?
1. Daily
 2. Twice weekly
 3. Weekly
 4. Monthly
- 3-55. All cash including change funds should be collected from a sales outlet when the sales outlet is closed for what period of time?
1. Less than 1 day
 2. More than 1 day but less than 2 days
 3. 3 days or more
 4. All of the above

- 3-56. All cash including any change funds should be collected from the amusement machines when which of the following events occur(s)?

1. A repairman is fixing the amusement machine
2. The amount of business in the machine exceeds \$150 on a weekend or holiday
3. The last day of the accounting period falls on a holiday or weekend
4. All of the above

- 3-57. On a ship with less than 700 crew members, how much cash can be left in the dollar bill changer overnight?

1. An amount not to exceed \$150
2. An amount not to exceed \$200
3. An amount not to exceed \$400
4. The dollar bill changer should always be filled to capacity no matter what the amount is

- 3-58. When the retail store operator is delivering all cash received from sales including any overring/refund vouchers to the person making collections at the end of the business day, what minimum amount of times per week is the person making collections required to take cash register readings?

1. Three times a week on a scheduled basis
2. Twice a week on an unscheduled basis
3. Every day of the week
4. Three times a week on an unscheduled basis

- 3-59. How are the moneybags used in the sales outlets issued by the person making collections to the sales outlet operator?
1. The moneybags are numbered on the outside and issued using a locally developed log where they are signed in and out by the persons receiving and issuing the moneybags indicating the date and time of issue
 2. The moneybags are numbered on the outside and issued using a separate sheet of paper in which the person making collections will jot down the number of the moneybag and the name of the sales outlet operator it was issued to
 3. The moneybags are numbered on the outside and issued to the person making collections by the ship's store officer and issued to the respective sales outlets
 4. The moneybags are purchased through the Ship's Store Afloat Catalog (SSAC) and issued to each sales outlet as a charge to the cost of operation
- 3-60. The moneybags used by the sales outlet operator have two keys. One key is retained by the sales outlet operator and the other key is retained by what individual or in what location?
1. Retained in the ship's store officer's safe in a sealed envelope
 2. Retained in the cash collection agent's safe in a sealed envelope
 3. Retained by the sales outlet operator as a spare key
 4. Retained by the supply officer in a duplicate key locker located in the supply office
- 3-61. After normal working hours, when the person making collections and the duty supply officer are not available, which of the following individuals may accept the moneybags from the sales outlet operator for safekeeping?
1. The duty master-at-arms
 2. A designated commissioned officer
 3. The leading Ship's Serviceman in the duty section
 4. The duty section leader
- 3-62. The night depository safe is secured by using which of the following items?
1. A key and combination lock
 2. Two key locks and one combination lock
 3. Dual combination locks and one key lock
 4. Two key locks and two combination locks
- 3-63. What number of personnel is required to open the night depository safe?
1. One
 2. Two
 3. Three
 4. Four
- 3-64. The person having knowledge of the combination to the night depository safe should also have which, if any, of the following items?
1. The keys to the safe
 2. The spare keys to the safe
 3. A locally developed log used for opening and closing the safe
 4. None of the above
- 3-65. When using the self-locking money box on the can drink vending machine, the person making collections should also use a keyless combination lock to keep the coins secure in the money box.
1. True
 2. False

3-66. The self-locking money box is issued to the vending machine operator by what individual?

1. The leading Ship's Serviceman
2. The bulk storeroom custodian
3. The supply officer
4. The person making collections

3-67. What individual holds the key to the lock that allows access to the coins in the vending machine self-locking money box?

1. The person making collections
2. The disbursing officer
3. The vending machine operator
4. The responsible bulk storeroom custodian

3-68. When the self-locking money box is used on the vending machine, the key that locks the coin box itself into the vending machine is held by what individual?

1. The vending machine operator
2. The person making cash collections
3. The supply officer
4. The leading Ship's Serviceman

3-69. When the vending machine operator is delivering the money box from the vending machine to the person making collections, what is the minimum amount of times per week the person making collections should read the vending machine meters or cash totalizers?

1. Once a week
2. Twice a week on an unscheduled basis
3. 3 days a week on an unscheduled basis
4. Every day of the week

Assignment 4

Textbook Assignment: "Cash Collection (continued)," chapter 3, pages 3-9 through 3-17; and "Receipt of Incoming Stock," chapter 4, pages 4-1 through 4-16.

- In answering questions 4-1 through 4-28, refer to chapter 3 of the text.

Learning Objective: Explain the procedures the cash collection agent will use when collecting cash from the sales outlets. (Continued from assignment 3.)

- 4-1. To keep track of the coin boxes after normal working hours, a log is developed and used so the coin boxes can be signed in and out by the vending machine operator and the person receiving the coin boxes. What individual is responsible for maintaining this log?
1. The vending machine operator
 2. The cash collection agent
 3. The ship's store officer
 4. The duty officer

Learning Objective: Determine the procedures used in accounting for cash collections using the Cash Receipt Book, NAVSUP Form 470.

- 4-2. The cash receipt book issued to the sales outlet is kept in the possession of what individual?
1. The disbursing officer
 2. The cash collection agent
 3. The ship's store officer
 4. The sales outlet operator

- 4-3. You are the person making collections on a ship with one retail store, one snack bar, and four can drink vending machines operated by the snack bar operator. How many cash receipt books should you issue to the sales outlets?

1. Six
2. Two
3. Three
4. Four

- 4-4. When the cash collection agent is making collections, the ship's store officer should compare the amounts entered on the ROM system with the amounts entered on the Cash Receipt Book, NAVSUP Form 470, and the Cash Register Record, NAVSUP Form 469, a minimum of how many times per week?

1. Every time there is a shortage
2. Once per week
3. Twice per week
4. Every day of the week

- 4-5. In what fashion, if any, does the ship's store officer indicate that he or she has reviewed the NAVSUP Forms 469 and 470 and made sure entries were made in the ROM system properly?
1. By initialing the grand total entry at the end of the month only
 2. By initialing all pages of the NAVSUP Forms 469 and 470 in the upper right-hand corner
 3. By initialing all entries made in the NAVSUP Forms 469 and 470
 4. None; the ship's store officer is not required to indicate that the NAVSUP Forms 469 and 470 have been checked

- 4-6. If an error is made in filling in the Cash Receipt Book, NAVSUP Form 470, how should the error be corrected?

1. Draw a line through the error and write the correct information on the next line
2. Line out the error, have it initialed by the ship's store officer during the weekly review, and reenter it at the end of the page
3. Erase it and rewrite it correctly
4. Line out the entire line, have it initialed by the sales outlet operator and the person making collections, and rewrite the entire entry on the next line

- 4-7. The total amount shown in the Cash Receipt Book, NAVSUP Form 470, at the end of the month must equal the total amount shown on which of the following forms?

1. NAVSUP Form 235
2. NAVSUP Form 469
3. NAVSUP Form 977
4. NAVSUP Form 978

Learning Objective: Identify the procedures used by the person making collections when using the Cash Register Record, NAVSUP Form 469.

- 4-8. The Cash Register Record, NAVSUP Form 469, is kept in the custody of what individual?

1. The supply officer
2. The person making collections
3. The disbursing officer
4. The sales outlet operator

CASH COLLECTIONS FOR RETAIL STORE #1	
Actual cash in the register	\$513.90
Cash left in the register from the previous day	None
Previous day's register reading	97030
Current register reading	152820
Cash left in the register	\$50.00
Amount of refund	\$22.00

Figure 4A

- IN ANSWERING QUESTIONS 4-9 THROUGH 4-11, REFER TO FIGURE 4A.

- 4-9. How much cash was rung up on the cash register in retail store #1?

1. \$535.90
2. \$557.90
3. \$585.90
4. \$607.90

- 4-10. What should be the actual amount of cash the cash collection agent will collect in retail store #1?

1. \$607.90
2. \$557.90
3. \$507.90
4. \$485.90

- 4-11. What is the actual shortage or overage, if any, that should be indicated in the Cash Register Record, NAVSUP Form 469, for retail store #1?

1. Overage of \$28.00
2. Shortage of \$22.00
3. Overage of \$22.00
4. None

- 4-12. When is the ship's store officer required to initial any shortage or overage in the Cash Register Record, NAVSUP Form 469?
1. When there is a shortage or overage of \$5 or more
 2. Only when there is a shortage of \$5 or more
 3. Only when there is an overage of \$5 or more
 4. A shortage or overage of any amount
- 4-13. When the person making collections makes an error in the Cash Register Record, NAVSUP Form 469, the entire line is lined out and rewritten on the next line.
1. True
 2. False
- 4-14. How often should the Cash Register Record, NAVSUP Form 469, be closed out and balanced?
1. Daily
 2. Weekly
 3. Monthly
 4. Semiannually

SEPTEMBER MONTHLY REVIEW	
Register reading brought forward	85050
Final register reading	1211520
Over	\$5.10
Under	\$8.65
Total cash left in the register	\$950.00
Total amount in figures for the month	????
Actual cash in the register for the month	????

Figure 4B

- IN ANSWERING QUESTIONS 4-15 AND 4-16, REFER TO FIGURE 4B.

- 4-15. What is the total amount in figures for the month of September in the Cash Register Record, NAVSUP Form 469?
1. \$11,165.20
 2. \$11,261.15
 3. \$11,264.70
 4. \$11,269.80
- 4-16. What is the total amount of actual cash in the register for the month of September in the Cash Register Record, NAVSUP Form 469?
1. \$12,224.90
 2. \$12,219.80
 3. \$12,216.25
 4. \$12,211.15
- 4-17. When meters are installed on the vending machines, the reading should be taken during collections and written in what column of the NAVSUP Form 469?
1. The Register Reading column
 2. The Number of Customers column
 3. The Amount in Figures column
 4. Cover Lift Number column
- 4-18. You are making collections from a drink vending machine without a meter or cash totalizer. There were 320 canned drinks left in the machine from the previous collection, 288 canned drinks were placed in the vending machine by the vending machine operator, and 150 canned drinks were counted at the time of collections. How many canned drinks were sold in the machine?
1. 118
 2. 182
 3. 458
 4. 758
- 4-19. When the cash collection agent is making collections from the dollar bill changer, what individual should have custody of the cash register record for the dollar bill changer?
1. The ship's store officer
 2. The disbursing officer
 3. The cash collection agent
 4. The agent cashier

4-20. The amount of dollar bills collected from the dollar bill changer should be recorded in what column of the NAVSUP Form 469?

1. Amount in Figures column
2. Cash in Register column
3. Register Reading column
4. Register for Change column

4-21. The amount of coins placed in the dollar bill changer should be recorded in what column of the NAVSUP Form 469?

1. Actual Cash in Register column
2. Register Reading column
3. Amount in Figures column
4. Register for Change column

Learning Objective: Determine the procedures for depositing cash with the disbursing officer.

4-22. When the disbursing officer is available, how often is cash deposited?

1. Monthly
2. Twice weekly
3. Weekly
4. Daily

4-23. The person making collections should obtain the signature of the disbursing officer on what document when making deposits?

1. NAVSUP Form 469
2. NAVCOMPT Form 2114
3. NAVCOMPT Form 2277
4. NAVSUP Form 470

4-24. When the cash collection agent is making collections, he or she should submit all cashbooks to the ship's store officer for review a minimum of how many times per week?

1. Daily
2. Once a week
3. Twice a week
4. Three times a week

4-25. At what interval or event is a cash sales invoice prepared?

1. Monthly
2. When depositing cash with a different disbursing officer
3. When the disbursing officer is relieved
4. All of the above

4-26. What information will the ship's store officer use to verify the accuracy of the figures on the cash sales invoice?

1. Figures entered in the ROM for cash collections
2. NAVSUP Form 469
3. NAVSUP Form 470
4. All of the above

4-27. What individual should sign the cash sales invoice once it is prepared?

1. The supply officer
2. The cash collection agent
3. The commanding officer
4. The disbursing officer

4-28. When standard Navy clothing stock is sold through the same cash register as ship's store stock and the register does not have departmental keys, how will ROM users account for sales of standard Navy clothing stock on the cash sales invoice?

1. The retail store operator will keep a separate tally of how much standard Navy clothing stock was sold and the amount sold will be entered in the ROM system cash receipts function
2. The ROM system will automatically compile the sales of standard Navy clothing stock based on the inventory of all L-1 items and enter the sales figure for standard Navy clothing stock on the cash sales invoice
3. Conduct an inventory weekly in the retail store of all standard Navy clothing stock and enter the inventory amounts in the ROM inventory function
4. Conduct a daily inventory in the retail store of standard Navy clothing stock and enter inventory amounts in the ROM inventory function

● In answering questions 4-29 through 4-70, refer to chapter 4 of the text.

Learning Objective: Identify the procedures and responsibilities involved in receiving ship's store stock.

4-29. The supply officer normally delegates the responsibility of receiving ship's store and standard Navy clothing stock to what individual?

1. The ship's store officer
2. The senior Ship's Serviceman
3. The ship's store receipt inspector
4. The bulk storeroom custodian

4-30. In what way does the ship's store officer assign the responsibility of receiving ship's store stock to another individual?

1. Assignment is made verbally
2. Assignment is made according to the individual's rank and grade
3. Assignment is made in writing
4. Assignment is made based on the individual's current evaluation and performance marks

4-31. The designated receipt inspector is responsible to the ship's store officer for which of the following duties?

1. Collecting all cash received from sales in the sales outlets
2. Stowage, security, and financial accountability of all stock in the ship's store operation
3. The proper receipt of all ship's store and standard Navy clothing stock in the absence of the ship's store officer
4. Monitoring all office records and preparing related administrative correspondence and reports

4-32. Which of the following deliveries of stock would NOT be considered direct delivery?

1. Delivery by a supply support activity
2. Delivery by the postal system
3. Delivery by the commercial vendor
4. Material picked up by a Ship's Serviceman at the commercial activity

- 4-33. A receipt of merchandise from another supply officer may include all EXCEPT which of the following receipt actions?
1. A receipt from another ship's store officer
 2. A receipt from the Navy exchange
 3. A receipt from a combat logistics force (CLF) unit
 4. A receipt from a local supply support activity
- 4-34. When possible, supply department personnel should be assigned to a ship's store receipt function when which of the following types of materials are being received?
1. Canned drinks
 2. Confections
 3. Stereo equipment
 4. Toiletries
- 4-35. A request for a working party is submitted by the ship's store division to what individual for final approval?
1. The ship's store officer
 2. The supply officer
 3. The executive officer
 4. The commanding officer
- 4-36. A list showing personnel assignments for the working party is provided by each shipboard department to the ship's store division for what purpose?
1. To use as a mustering list once the working party is called away
 2. To use in the event stock is stolen during the working party
 3. To use as a rotation list for each department so the same personnel are not assigned to the working party two times in a row
 4. To use as a list to determine how much work each person is accomplishing during the work party
- 4-37. Spotters are used during the receipt function for which of the following purposes?
1. To muster the working party and keep track of each person
 2. To count, number, and stack merchandise on the pier
 3. To direct personnel along the correct route for carrying merchandise to the bulk storeroom
 4. To direct delivery trucks and other materials-handling equipment on the pier
- 4-38. The receipt inspector may receive the quantity shown on the outside of the container as the quantity delivered without counting the contents under which of the following conditions?
1. The container is sealed and shows no evidence of possible differences
 2. The vendor certifies the quantity delivered
 3. The merchandise is delivered in full case lots
 4. All of the above
- 4-39. The receipt inspector will obtain the retained receipt documents used to receive stock from what ship's store file?
1. SSA-11A
 2. SSA-20
 3. SSA-21
 4. SSA-23
- 4-40. What term is used to define the action of moving a delivery truck to a suitable unloading site when merchandise is being delivered on the pier?
1. Spotting
 2. Directing
 3. Receipt inspection
 4. Carrier control

4-41. To keep track of the cases as they are carried to the stowage area, the receipt inspector should number each case in an area on the case predetermined by the receipt inspector and what other individual?

1. The senior Ship's Serviceman
2. The ship's store officer
3. The bulk storeroom custodian
4. The spotter

4-42. When would be the best time to call away a working party for a receipt function?

1. Before the carrier and stock arrive so the working party can be mustered
2. As soon as the carrier and stock arrive on the pier
3. After sufficient material has been checked in and received
4. After the stock has been all checked in and counted

4-43. The weather is very hot and humid on the day of receipt. Which of the following items should be carried to the bulk storeroom first?

1. Candy
2. Cigarettes
3. Toiletries
4. Crackers

Learning Objective: Identify the proper procedures used for accepting receipts.

4-44. When the quantity and quality of merchandise received from the local supply support activity are unsatisfactory, what action should the receipt inspector take?

1. Accept the merchandise by indicating the actual amount received on the requisition
2. Return the merchandise to the supply support activity
3. Receive only the merchandise of acceptable quality
4. Circle the amounts indicated on the requisition document; any shortages will be absorbed in the cost of retail sales

4-45. When merchandise is received in an unsatisfactory condition from other supply officers, how will the unsatisfactory items be disposed of?

1. Marked down to zero and disposed of locally
2. Surveyed
3. Marked down below cost and sold at reduced prices
4. Returned to the activity from which they were received

4-46. While receiving merchandise from a commercial vendor, the receipt inspector notices the quantity is incorrect and the quality is unsatisfactory. What individual should the receipt inspector notify first concerning this problem?

1. The ship's store officer
2. The vendor representative
3. The ship's store recordskeeper
4. The bulk storeroom custodian

4-47. How will you, the receipt inspector, accept receipts from purchase when the quantity is correct and the quality acceptable?

1. Circle the quantity received on the DD Form 1155, check the inspected and received blocks in block 26 of the DD Form 1155, and enter the date, your signature, and grade in block 26 of the DD Form 1155
2. Circle the quantity received on the DD Form 1155, check the inspected, received, and accepted and conforms except as noted below blocks in block 26 of the DD Form 1155 and enter the date, your signature, and grade in block 26 of the DD Form 1155
3. Circle the quantity received on the DD Form 1155, check the received block in block 26 of the DD Form 1155, and enter the date, your signature, and grade in block 26 of the DD Form 1155
4. Circle the quantity received and enter the date, your signature, and grade in block 26 of the DD Form 1155

4-48. When available, which of the following individuals must sign the export forms that accompany the delivery of tax-free tobacco products?

1. A commissioned officer
2. The receipt inspector
3. A responsible petty officer
4. The senior Ship's Serviceman

4-49. What procedures will the bulk storeroom custodian use when accepting receipts from purchase?

1. Circle the quantity received on the purchase document and sign and date block 26 of the DD Form 1155
2. Circle the quantity received on the DD Form 1155 and sign and date the accountability stamp
3. Check the quantity received on the DD Form 1155, check the received and inspected blocks of block 26 and date, sign name, and enter grade
4. Sign and date the accountability stamp on the DD Form 1155

4-50. When material is received directly into the retail store, what individual must acknowledge receipt and custody of the material?

1. Bulk storeroom custodian
2. Retail store operator
3. Receipt inspector
4. Ship's store officer

Learning Objective: Identify the various equipment used in handling materials and the safety precautions to be observed while handling these materials.

IN ANSWERING QUESTIONS 4-51 THROUGH 4-54, SELECT FROM COLUMN B THE EQUIPMENT USED FOR THE PURPOSE INDICATED IN COLUMN A.

	<u>A. PURPOSES</u>	<u>B. EQUIPMENT</u>
4-51.	Used to pick up and transport palletized goods	1. Pallet truck 2. Forklift truck
4-52.	Used to carry smaller loads by balancing them on the wheels and axle of this equipment, making it easier to push	3. Conveyor 4. Hand truck
4-53.	Used to pick up, carry, and stack unit loads of supplies and equipment	
4-54.	Used for moving supplies in a straight line, either manually or by power-driven belt	
<hr/>		
4-55.	What factors must you consider when loading a pallet?	
	1. Maximum load only 2. Maximum load and stability only 3. Maximum load and pallet size only 4. Maximum load, stability, and proper pallet size	
4-56.	What is the preferred loading method when you are loading a pallet with boxes of different sizes?	
	1. The largest and sturdiest should go in the center 2. The largest and most fragile boxes should go in the center 3. The smallest and most fragile boxes should go in the center 4. The smallest and sturdiest boxes should go on the end	

- 4-57. What action should you take when you are attempting to manually lift an object that is heavy or bulky?
1. Raise it slowly with your knees straight, pulling the object close to your body so you can balance it
 2. Ask for help or get a dolly or hand truck
 3. Raise the load slowly and use your back to lift it, keeping it away from the center of your body
 4. Squat down-alongside of the load with one foot on the side and the other foot behind the load and lift it, keeping it close to your body
- 4-58. What part of your body should you use to lift an object?
1. Your back
 2. Your arms
 3. Your shoulders
 4. Your legs
- 4-59. Which of the following is NOT a major cause of accidents?
1. Equipment failures
 2. Carelessness
 3. Inexperience
 4. Attitude
- 4-60. A person you are supervising has demonstrated an unreliability in the past that has resulted in accidents. What action should you take to prevent accidents during the next materials-handling operation?
1. Schedule training sessions on safe materials-handling procedures
 2. Assign the person to familiar jobs and supervise closely
 3. Assign the person to a job where unreliability will not constitute a hazard
 4. Warn the person that any further unreliability will result in disciplinary action

4-61. Safety lines should be placed around any open hatch used for materials handling when it is not actually in use.

1. True
2. False

4-62. Defective materials-handling equipment should be repaired only by qualified personnel.

1. True
2. False

4-63. The save-all may be used as a ladder for personnel to go from the ship to the pier during materials-handling operations.

1. True
2. False

4-64. The supervisor of the materials-handling operation must have a working knowledge of the safety precautions contained in which of the following publications or instructions?

1. NAVSUP P-487
2. NAVSUP P-485
3. OPNAVINST 5100.19
4. OPNAVINST 3120.32

4-65. When handling hazardous material, the supervisor of the materials-handling operation is the only person who needs to know the potential dangers associated with the hazardous material.

1. True
2. False

4-66. Equipment operated beyond its rated capacity may create a potential hazard.

1. True
2. False

4-67. When material is lowered into the hold, it should be stopped at approximately what distance above its intended landing spot?

1. 1 foot
2. 2 feet
3. 3 feet
4. 4 feet

Learning Objective: Explain the procedures used for extending receipt documents. (Continued in assignment 5.)

4-68. What copy of the receipt document is extended by the ship's store officer?

1. The incoming material file copy
2. The receipt inspector's copy
3. The receipt from purchase copy
4. The outstanding purchase order copy

4-69. The ship's store officer will compare his or her extensions with what copy of the receipt document?

1. The incoming material file copy
2. The receipt inspector's copy
3. The receipt from purchase copy
4. The outstanding purchase order file copy

4-70. What function of the ROM is used to enter all available receipt data?

1. The requisition/purchase order function
2. The intrastore transfer function
3. The resale operations constants function
4. The receipt function

Assignment 5

Textbook Assignment: "Receipt of Incoming Stock continued)," chapter 4, pages 4-16 through 4-26; "Issues," chapter 5, pages 5-1 through 5-14; and "Inventory," chapter 6; pages 6-1 through 6-5.

- In answering questions 5-1 through 5-28, refer to chapter 4 of the text.

Learning Objective: Explain the procedures used for extending receipt documents. (Continued from assignment 4.)

- 5-1. When operating under separate responsibility, which of the following functions will the ROM system NOT accomplish in regard to the receipt document?

1. Extend the receipt document at retail price
2. Assign a receiving number to the receipt document
3. Post the receipt document to the NAVSUP Form 977
4. Extend the receipt document at cost price

- In answering question 5-2, refer to the following paragraph.

You receive five (5) stereo cassette players from Sharp Electronics Corporation with the following information provided:

Cost of each unit \$48.87
Transportation charges. \$12.52
Discount 2%/30
Credit memo #6148 applied to
this order \$61.58

- 5-2. What is the total dollar value at cost for this receipt document?

1. \$190.15
2. \$190.40
3. \$191.38
4. \$191.63

- 5-3. ROM users must indicate in the ROM system data base when a combined responsibility is in effect using what computer function?

1. The data file query function
2. The receipt function
3. The requisition/purchase order function
4. The resale operations constants function

Learning Objective: Explain the procedures used when making receipt entries to the ship's store records.

- 5-4. When operating under separate responsibility, which of the following figures taken from the receipt document do you enter in the appropriate column of the NAVSUP Form 977?

1. The total dollar value at cost
2. The subtotal at cost
3. The total cost value less transportation charges
4. The total dollar value at retail

- 5-5. ROM users will compare the dollar amount entered on the Journal of Receipts, NAVSUP Form 977, with the manually extended dollar amount on the receipt document.

1. True
2. False

5-6. On which of the following copies of the receipt document should the ship's store recordskeeper enter the receiving number?

1. The bulk storeroom custodian copy only
2. The receipt inspector and bulk storeroom custodian copies only
3. The receipt inspector, bulk storeroom custodian, and the receipt from purchase copies only
4. All copies of the receipt document

5-7. When operating under combined responsibility, which of the following totals for retail items do you take from the receipt document and enter in the appropriate column of the Ship's Store Afloat Financial Control Record, NAVSUP Form 235?

1. The total dollar value at cost
2. The total retail price
3. The total cost value
4. The total dollar value at retail

5-8. When operating under combined responsibility, you obtain the number identifying the entry made in the Ship's Store Afloat Financial Control Record, NAVSUP Form 235, for a receipt from what form?

1. NAVSUP Form 464
2. NAVSUP Form 977
3. NAVSUP Form 978
4. NAVSUP Form 980

5-9. The ROM system will automatically enter receipt information to the NAVSUP Form 235 after which of the following actions are accomplished?

1. Store number 99 is entered in the ROM receipt function
2. Combined responsibility is indicated in the resale operations intrastore transfer function
3. Separate responsibility is indicated in the resale operations constants function
4. Combined responsibility is indicated in the resale operations constants function

5-10. Which of the following types of receipts are NOT entered on the Journal of Receipts, NAVSUP Form 977?

1. Receipts from other supply officers
2. Receipts directly into the sales outlet
3. Receipts of foreign merchandise
4. Receipts from other appropriations

5-11. It takes four separate shipments for your ship to receive an order from a commercial vendor. How many receiving numbers can you expect to assign from the journal of receipts for this order?

1. One
2. Two
3. Three
4. Four

5-12. When materials are received directly into the sales outlet from a commercial vendor, what document is used as the breakout document?

1. The expenditure document
2. The receipt document
3. The intrastore transfer document
4. The number control document

5-13. What numeric code will be entered in the ROM receipt function to identify the ship's store activity receiving merchandise when it is received directly into that activity?

1. Class number code
2. Store number code
3. Department code
4. Sequence number code

5-14. What numeric code is entered by ROM users into the ROM receipt function to identify the bulk storeroom?

1. 99
2. 98
3. 97
4. 96

5-15. When receiving stock from the general mess, from what source will ROM users indicate the stock was received in the ROM receipt function?

1. Other supply officers
2. Commercial vendors
3. Other ship's store officers
4. Another appropriation

Learning Objective: Identify procedures for entering receipts on the Stock Record, NAVSUP Form 464.

5-16. ROM users must create a stock record for all stock items with the exception of special order items.

1. True
2. False

5-17. Receipt data is automatically entered on the stock records by the ROM system based on the information entered by ROM users in what ROM function?

1. Stock record maintenance function
2. Receipt function
3. Requisition/purchase order function
4. Stock record master view function

5-18. When you are manually entering receipts to the NAVSUP Form 464, how will you verify that the item on the stock record is the same as the item shown on the receipt document?

1. Match stock numbers
2. Match cost prices
3. Match retail prices
4. Match the vendor style number

5-19. The unit cost price shown on the NAVSUP Form 464 is based on which of the following prices?

1. Receipt price of oldest stock
2. Average cost price based on extended inventory
3. Last receipt price
4. Average of former and last receipt price

5-20. The cost price for each stock item entered by ROM users in the ROM system data base will include any discounts or transportation charges.

1. True
2. False

Stock item	Athletic tube socks
Cost price	\$12.00
Number of retail units in a purchase unit	6
Unit of issue	Each

Figure 5A

- IN ANSWERING QUESTION 5-21, REFER TO FIGURE 5A.

5-21. What would be the cost price per retail unit for the athletic tube socks?

1. \$1.00
2. \$2.00
3. \$12.00
4. \$4.00

5-22. What column of the NAVSUP Form 464 is NOT used in combined responsibility?

1. Balance in Bulkroom column
2. Voucher Number column
3. Rec From Expend To column
4. Total Balance column

5-23. When posting a receipt to the NAVSUP Form 464 for merchandise received directly into the sales outlet, which of the following actions will NOT be done?

1. Post the amount received in the Received column
2. Post the voucher number
3. Increase the Balance in Bulkroom column by the amount received
4. Post the amount received in the Expended column

Learning Objective: Identify the procedures for filing and distributing receipt documents.

5-24. What copy of the requisition document DD Form 1348 is held in file SSA-5 with one copy of the receipt document DD Form 1348-1 until it is transmitted to the appropriate FAADC?

1. Pink copy
2. Green copy
3. Yellow copy
4. Hardback copy

5-25. The original of the requisition document DD Form 1149 is distributed to which of the following files/activities?

1. The issuing activity
2. File SSA-21
3. The receiving activity
4. File SSA-13

5-26. When fast pay procedures do not apply, the original of the DD Form 1155 is distributed to what file/activity after the merchandise is received?

1. NAVRESSO
2. File SSA-11B
3. The vendor
4. File SSA-11C

5-27. When fast pay procedures apply, the receipt inspector copy of the DD Form 1155 is extended at cost by the ship's store officer and used to compare extensions on the incoming material file copy.

1. True
2. False

5-28. What copy(ies) of the purchase order for foreign merchandise received from the Navy exchange is/are filed in SSA-21 and later filed in the retained returns?

1. Copy from the receipt inspector file
2. Copy from the receipt from purchase file
3. Copy from the incoming material file
4. All of the above

● In answering questions 5-29 through 5-59, refer to chapter 5 of the text.

Learning Objective: Indicate the definition of issues in ship's store afloat and explain the correct procedures used for issuing ship's store and standard Navy clothing stock for health and comfort purposes.

5-29. What definition below best describes what an issue is in ship's store afloat?

1. An expenditure of stock for further purpose
2. A miscellaneous expenditure to the Navy Stock Fund
3. A receipt and expenditure from another appropriation
4. A receipt into one of the service activities

5-30. Issues of ship's store stock for health and comfort purposes are made at what price?

1. Standard price
2. Cost price
3. Markdown price
4. Retail price

5-31. Health and comfort issues may be made to personnel in a pay status when which of the following conditions applies?

1. A person on a first enlistment who is reporting for duty and has not received his or her initial clothing allowance
2. A person returning from unauthorized absence
3. A person temporarily out of money
4. All of the above

5-32. What is the maximum amount at retail, if any, of health and comfort issues (excluding clothing items) a person can be issued in 1 month?

1. \$10
2. \$25
3. \$35
4. None; there is no limitation

5-33. What official aboard ship approves all health and comfort issues to personnel in a pay status?

1. The commanding officer
2. The chief master-at-arms
3. The supply officer
4. The ship's store officer

5-34. An issue to a member in a pay status who is without funds is charged to his or her individual pay record even if it results in overpayment.

1. True
2. False

5-35. What form is used to issue ship's store stock (excluding clothing items) for health and comfort purposes?

1. DD Form 504
2. NAVSUP Form 28
3. NAVSUP Form 28A
4. Either 2 or 3 above, depending on whether the issue is for a male or female

5-36. A copy of what document must be attached to the form used for health and comfort issues to personnel in a pay status before the issue can be approved?

1. The member's pay record
2. The member's social security card
3. The member's military identification card
4. The member's enlistment document

5-37. By what means is the retail store operator reimbursed for health and comfort issues made to personnel in a pay status?

1. An expenditure invoice document
2. A check issued by the disbursing officer charging the person's pay record
3. A survey to ship's store profits
4. The operating budget of the ship

5-38. When making issues to personnel in a nonpay status, ROM users will enter issue data into the ROM data base using what ROM function?

1. Intrastore transfer function
2. Miscellaneous expenditure function
3. Resale operations reports function
4. Survey function

5-39. How often is the ship's store officer required to submit the names, social security numbers, and value of issues made to personnel?

1. Weekly
2. Monthly
3. Each accounting period
4. Annually

Learning Objective: Identify the correct procedures used to issue ship's store and clothing stock to the Marine Corps and other miscellaneous activities.

- 5-40. Under what conditions can ship's store stock be issued to the Marine Corps?
1. When deployed overseas
 2. When requested by the individual marine
 3. When requested by the senior enlisted marine
 4. When a written request from the Marine Corps detachment's commanding officer is received
- 5-41. What document is used to issue ship's store stock to the Marine Corps?
1. DD Form 504
 2. DD Form 1149
 3. DD Form 1155
 4. NAVSUP Form 28
- 5-42. ROM users will enter issues to the Marine Corps in the miscellaneous expenditure function as an issue in kind.
1. True
 2. False
- 5-43. When, if ever, may items required for the health and comfort of survivors of aircraft disasters be issued or donated by personnel of the rescuing ship when the survivors are without personal funds?
1. After approval of the medical officer
 2. After approval of the supply officer
 3. After written orders from the commanding officer
 4. Never
- 5-44. When it is impossible to collect cash at the time of making issues to merchant ships in distress, the items issued will be invoiced to what fund/activity?
1. The ship's OPTAR fund
 2. The Navy Ships Parts and Control Center (SPCC)
 3. The individual ship's store profits
 4. The Navy Stock Fund
- 5-45. ROM users will enter issues to merchant ships in the ROM miscellaneous expenditure function as what type of expenditure?
1. Issues to ship's use
 2. Issues in kind
 3. OSO transfer
 4. Issues to other appropriations
- 5-46. Issues to the general mess are made at what price for canned sodas?
1. Retail price
 2. Cost price
 3. 10% over cost price
 4. Standard price
- 5-47. What document is used to issue authorized items to the general mess?
1. DD Form 200
 2. DD Form 504
 3. DD Form 1149
 4. DD Form 1155
- 5-48. In combined responsibility, issues to the general mess are posted to which of the following records?
1. NAVSUP Form 978 only
 2. NAVSUP Forms 978 and 464 only
 3. NAVSUP Forms 464 and 235 only
 4. NAVSUP Forms 235, 464, and 978
- 5-49. Authorized issues to ship's use are charged to what fund?
1. Ship's Store Profits, Navy
 2. Navy Stock Fund
 3. Imprest fund
 4. OPTAR fund
- 5-50. Which of the following items should NOT be issued to ship's use, but procured according to the procedures in the NAVSUP P-485?
1. Film
 2. Padlocks
 3. Cameras
 4. Flashbulbs

- 5-51. T-shirts with the ship's identification may be issued to ship's use under what conditions?
1. While the ship is deployed overseas they may be issued to ship's use and presented as a gift to overseas government officials
 2. While the ship is in the home port they may be issued to ship's use and given to the public during tours of the ship
 3. They may be issued to ship's use and given to foodservice personnel as organizational clothing
 4. They may be issued to ship's use and given to any person on the occasion of reenlistment, retirement, or transfer
- 5-52. To what official instruction(s) should you refer for guidelines on issuing ship's plaques for ship's use?
1. NAVRESSOINST 4067
 2. Local type commander instructions
 3. SECNAVINST 3509.4
 4. Both 2 and 3 above
- 5-53. Issues of clothing items for ship's use are limited to which of the following individuals?
1. Personnel constantly in the public's view
 2. Personnel engaged in work that is unusually destructive to clothing
 3. Personnel assigned to the deck force
 4. Personnel assigned to the engineering department
- 5-54. Issue of shoulder sleeve unit identification marks (UIMs) is accomplished according to which of the following instructions?
1. NAVRESSOINST 4067
 2. Local type commander instructions
 3. SECNAVINST 3509.4
 4. NAVRESSOINST 10120.10
- 5-55. What form is used to issue clothing items for ship's use?
1. DD Form 504
 2. DD Form 1149
 3. DD Form 1348
 4. NAVSUP Form 28
- 5-56. What officer must sign the signature block of the issue to ship's use document?
1. Commanding officer
 2. Disbursing officer
 3. Supply officer
 4. Ship's store officer
- 5-57. Issue of cost items to the service activities is made using what ship's store document?
1. NAVSUP Form 973
 2. DD Form 1149
 3. DD Form 1155
 4. DD Form 1348
- 5-58. To issue cost items to the service activities, ROM users will use what ROM function?
1. Intrastore transfer function
 2. Requisition/purchase order function
 3. Miscellaneous expenditure function
 4. Receipt function
- 5-59. Which of the following retail outlets/service activities must be summarized separately at the end of the accounting period on a DD Form 1149 for issues of cost items?
1. Ship's laundry
 2. Barbershop
 3. Drink vending machines
 4. Snack bar
- In answering questions 5-60 through 5-74, refer to chapter 6 of the text.

Learning Objective: Identify practices and procedures relating to preliminary preparations and training of personnel to conduct inventories aboard ship.

- 5-60. Ship's store inventories are taken for which of the following purposes?
1. To determine the money value of stock on hand
 2. To identify stock shortages and overages and determine financial liability
 3. To bring stock records into agreement with actual stock on hand
 4. All of the above
- 5-61. An itemized inventory of all ship's store and standard Navy clothing stock is taken at which of the following times?
1. When there is evidence of unauthorized entry into the sales outlet
 2. When the ship's store officer is relieved
 3. At the end of the accounting period
 4. All of the above
- 5-62. Under which of the following conditions is it acceptable to conduct a price line inventory instead of an itemized inventory of stock in ship's store afloat?
1. When the sales outlet operator is relieved in combined responsibility
 2. When the bulk storeroom custodian is relieved in separate responsibility
 3. Monthly in a sales outlet operated by more than one person
 4. All of the above
- 5-63. What individual aboard ship is responsible for a complete and accurate ship's store inventory?
1. The ship's store recordskeeper
 2. The supply department leading petty officer
 3. The ship's store officer
 4. The responsible custodian
- 5-64. What method is used to inventory stock in ship's store afloat?
1. Single-count system using one person
 2. Single-count system using two inventory teams
 3. A two-count system using two inventory teams
 4. A multiple-count system using one inventory team
- 5-65. An inventory team under normal conditions consists of how many personnel?
1. One
 2. Two
 3. Three
 4. Four
- 5-66. Multiple inventory teams may be used on larger ships with several sales outlets with the approval of what officer?
1. The ship's store officer
 2. The supply officer
 3. The commanding officer
 4. The type commander
- 5-67. When multiple inventory teams are used, what individual will supervise each of the teams?
1. The team leader
 2. The leading Ship's Serviceman
 3. The ship's store officer
 4. The supply officer
- 5-68. Inventory teams may be made up of one person when sufficient personnel are not available.
1. True
 2. False
- 5-69. Which of the following personnel may NOT be assigned to an inventory team?
1. The office recordskeeper
 2. The ship's store officer
 3. The retail store operator
 4. The bulk storeroom custodian

- 5-70. What is the purpose of the inventory layout sketch?
1. To instruct inventory personnel on proper inventory procedures
 2. To use as a guide for posting ship's store records
 3. To make sure an accurate and fast inventory is done
 4. To make sure all stock is counted by line item
- 5-71. When will the ship's store officer prepare the layout sketch?
1. Before the inventory
 2. During the inventory
 3. After the inventory
 4. After submitting the returns
- 5-72. Which of the following items must be removed from the retail store before an inventory is conducted?
1. Tax-paid cigarettes
 2. Items that were marked down for faster sale
 3. Empty boxes
 4. Expensive jewelry

Learning Objective: Identify the procedures for preparing the inventory count sheets in manual and automated procedures. (Continued in assignment 6.)

- 5-73. In ROM procedures, what form is used to record inventories?
1. The inventory worksheet
 2. The Inventory Count Sheet, NAVSUP Form 238
 3. Either 2 or 3 above, depending on availability
 4. A locally prepared inventory form
- 5-74. The Inventory Count Sheet, NAVSUP Form 238, consists of four copies color-coded white, pink, blue, and yellow. Which of the following copies is/are used by the first count team?
1. The white copy only
 2. The yellow and pink copies
 3. The pink and blue copies
 4. The white and yellow copies

Assignment 6

Textbook Assignment: "Inventory (continued)," chapter 6, pages 6-4 through 6-26

- Learning Objective: Identify the procedures for preparing the inventory count sheets in manual and automated procedures. (Continued from assignment 5.)
-
- 6-1. The ship's store officer is required to serialize inventory count sheets using a locally prepared number control log. How many serial numbers are assigned to each set of inventory count sheets?
1. One
 2. Two
 3. Three
 4. Four
- 6-2. What individual is responsible for prelisting the appropriate information on the Inventory Count Sheet, NAVSUP Form 238?
1. The ship's store recordskeeper
 2. The ship's store officer
 3. The responsible custodian
 4. The leading Ship's Serviceman
- 6-3. The inventory items will be prelisted on the NAVSUP Form 238 based on what information?
1. The inventory pattern
 2. The stock number of the item
 3. The price of each item
 4. The department code of each item
- 6-4. The person prelisting information on the NAVSUP Form 238 will enter all EXCEPT which of the following information?
1. The fixture number assigned to each bin, shelf, show-case, and so on
 2. The stock number and a short description of each item
 3. The retail price of each item
 4. The unit of issue of each item
- 6-5. After the NAVSUP Form 238 is prelisted, the ship's store officer will verify that all merchandise on all fixtures has been prelisted by comparing the NAVSUP Form 238 to which of the following information?
1. The inventory pattern
 2. The stock record file
 3. The layout sketch
 4. The inventory count sheets from the previous inventory
- 6-6. In ROM procedures, the inventory prelisting is established or updated using what ROM function?
1. The resale operations reports function
 2. The data file query function
 3. The resale operations constants function
 4. The inventory function
- 6-7. In what order will the ROM inventory prelisting identify the stock items?
1. Nomenclature order
 2. Class number order
 3. Stock number order
 4. In the order in which they will be counted

6-8. In ROM procedures, what individual will generate and update the inventory prelisting for the bulk storeroom?

1. The ship's store officer
2. The ship's store recordskeeper
3. The retail store operator
4. The bulk storeroom custodian

Learning Objective: Identify the procedures used for conducting inventory using manual or automated procedures.

6-9. What copy or copies of the NAVSUP Form 238 will the second count team use for recording inventory counts?

1. White copy only
2. White and yellow copies
3. Yellow and pink copies
4. Pink and blue copies

6-10. After ROM users have printed the inventory worksheets, the first count team will use the original and first copy of the worksheet to record the inventory counts.

1. True
2. False

6-11. When an error is made during the inventory count, a correction is made in ink and initialed by which of the following individuals?

1. The responsible custodian only
2. The ship's store officer only
3. The ship's store officer and the responsible custodian
4. The persons conducting the inventory and the responsible custodian

6-12. The first and second counts of the inventory are compared by which of the following individuals?

1. The responsible custodian
2. The leading Ship's Serviceman
3. The ship's store recordskeeper
4. The ship's store officer

6-13. When a difference is found between the first and second count, a third count will be made by what individual?

1. The ship's store officer
2. The responsible custodian
3. The leading Ship's Serviceman
4. The ship's store recordskeeper

6-14. During the actual counting of the stock in the bulk storeroom, the bulk storeroom custodian must be present.

1. True
2. False

Learning Objective: Identify the procedures to follow after the inventory is counted in manual or automated procedures.

6-15. In separate responsibility, the inventory quantities from which of the following spaces must be compared to the Balance in Bulkroom column shown on the Stock Record, NAVSUP Form 464?

1. The retail store
2. The bulk storeroom
3. The snack bar
4. All of the above

6-16. In combined responsibility, the inventory quantities of what items must be verified with the bulk storeroom balance shown on the NAVSUP Form 464?

1. Retail items
2. Clothing items
3. Cost of operation items
4. Markdown items

- 6-17. Which of the following individuals may NOT assist in the verification of bulk storeroom balances on the NAVSUP Form 464?
1. The ship's store officer
 2. The leading Ship's Serviceman
 3. The ship's store recordskeeper
 4. The bulk storeroom custodian
- 6-18. In manual records, what will happen to the unresolved differences found during the verification of the NAVSUP Form 464?
1. The difference will be included with the difference in the retail store
 2. Any differences will be charged or credited to the Navy Stock Fund
 3. The differences will be included on the bulk storeroom discrepancy list
 4. The differences will be marked down to zero and charged to Ship's Store Profits, Navy
- 6-19. Inventory counts may be entered into the ROM system by which of the following individuals?
1. The leading Ship's Serviceman
 2. The ship's store recordskeeper
 3. The bulk storeroom custodian
 4. Personnel designated by the ship's store officer
- 6-20. Once the inventory quantities have been entered in the ROM system data base, what record will be printed by the ROM users?
1. The inventory worksheet
 2. The inventory management report
 3. The inventory control record
 4. The smooth inventory listing

- 6-21. In ROM procedures, how are inventory counts in the bulk storeroom matched to the balances shown on the NAVSUP Form 464?
1. Inventory counts are entered in the ROM system data base and balances are verified manually by the ship's store officer
 2. Balances are matched automatically by the ROM system when inventory quantities from the bulk storeroom are entered into the ROM system data base
 3. Balances shown on the NAVSUP Form 464 are verified by the ROM user before entering inventory quantities
 4. Balances on the NAVSUP Form 464 will be matched before inventory quantities are entered in the ROM system by the ship's store recordskeeper and one designated person
- 6-22. In ROM Procedures, when errors are found in the inventory, the inventory worksheet will be corrected and initialed by all persons participating in the inventory. What action will be taken after these corrections are entered in the ROM system data base?
1. The ROM system will print the inventory management report
 2. The ROM user will reprint the inventory count sheets affected by the corrections
 3. The ROM system will automatically print the inventory worksheet
 4. The ROM user will make sure the corrections were entered on the corresponding Stock Record, NAVSUP Form 464

6-23. The ROM system automatically enters on the inventory count sheets credit memorandums and cash refunds that were not liquidated before the inventory. From what file will this information entered on the inventory count sheet be taken from?

1. Miscellaneous expenditure file
2. Stock record master file
3. Transaction file
4. Monthly cash file

Learning Objective: Identify the procedures for distributing the inventory count sheets in manual and automated procedures.

IN ANSWERING QUESTIONS 6-24 THROUGH 6-27, SELECT FROM COLUMN B THE COPY OF THE INVENTORY COUNT SHEET THAT IS USED FOR THE PURPOSE SHOWN IN COLUMN A IN MANUAL RECORDSKEEPING.

	<u>A. PURPOSES</u>	<u>B. COPIES</u>
6-24.	Used as a price list	1. White 2. Blue
6-25.	Used by the ship's store recordskeeper as the working copy	3. Pink 4. Yellow
6-26.	Extended by the ship's store officer and filed in the Accountability File, SSA-21, until the end of the next accounting period	
6-27.	Distributed to the responsible custodian	
6-28.	In ROM procedures, what part of the smooth inventory listing is filed in the accountability file?	1. The original 2. The first copy 3. The second copy 4. The third copy

6-29. What part of the rough inventory count sheet in ROM procedures is used by the ship's store recordskeeper as a working copy?

1. The original
2. The first copy
3. The second copy
4. The third copy

Learning Objective: Determine the procedures for extending inventories and preparing inventory summary sheets in manual and automated records.

6-30. What individual will extend the white copy of the inventory count sheet in manual recordskeeping?

1. The ship's store officer
2. The ship's store recordskeeper
3. The bulk storeroom custodian
4. The retail store operator

6-31. In manual recordskeeping, the ship's store officer will compare the page totals on the white original of the inventory with what other copy(ies) of the inventory?

1. Yellow copy
2. Blue copy
3. Pink copy
4. All of the above

6-32. What individual, if any, extends the inventory totals on the inventory count sheets in ROM procedures?

1. The ship's store officer
2. The ship's store recordskeeper
3. The leading Ship's Serviceman
4. None; the ROM system automatically includes prices and extensions on the smooth inventory listing

6-33. In manual records, how many different ship's store spaces may be included on one inventory summary sheet?

1. One space
2. Two spaces
3. Three spaces
4. No limit

6-34. Which of the following information is not included on the inventory affidavit?

1. Serial numbers of the inventory count sheets for the space
2. Total dollar value from the summary sheet
3. Date of the inventory
4. Location of the space inventoried

Learning Objective: Determine the procedures used for conducting spot inventories in manual or automated procedures.

6-35. Spot inventories are not required on ships operating under separate responsibility, but are required on ships operating under combined responsibility.

1. True
2. False

6-36. The ship's store officer should schedule spot inventories of stock in the bulk storeroom at which of the following times during the fiscal year?

1. Unannounced times
2. Weekly
3. Twice monthly
4. Monthly

6-37. A minimum of what percent of the stock in the bulk storeroom must be spot inventoried per month?

1. 1 percent
2. 5 percent
3. 10 percent
4. 25 percent

6-38. The results of spot inventories conducted in the bulk storeroom are compared against what record?

1. NAVSUP Form 235
2. NAVSUP Form 233
3. NAVSUP Form 464
4. NAVSUP form 977

6-39. What is the preferred method of taking spot inventories?

1. Taken by the bulk storeroom custodian using a locally prepared spot inventory form
2. Taken by the bulk storeroom custodian using a blank inventory count sheet and two inventory teams
3. Taken by the bulk storeroom custodian after breakouts or issues are accomplished by indicating the balance on hand on each NAVSUP Form 973
4. Taken by the ship's store officer and the bulk storeroom custodian using a blank locally prepared inventory form

6-40. When a gain occurs by spot inventory, how should you enter it to the NAVSUP Form 464?

1. Enter the gain in the Expended column and decrease the Balance in Bulkroom column
2. Enter the gain in the Expended column and increase the Balance in Bulkroom column
3. Enter the gain in the Received column and decrease the Balance in Bulkroom column
4. Enter the gain in the Received column and increase the Balance in Bulkroom column

6-41. In ROM procedures, spot inventories will be entered in the ROM system data base using what ROM function?

1. The data file query function
2. The resale operations corrections function
3. The resale operations reports function
4. The inventory function

Learning Objective: Determine the procedures for conducting price line inventories using manual and automated procedures.

6-42. What is the purpose of the price line inventory?

1. To check the accuracy of stock records and stock on hand
2. To use as a management tool for effective stock control
3. To determine the correct money value of stock on hand in the retail store or snack bar
4. To identify stock shortages or overages and determine financial liability

6-43. What is the primary purpose of having a specific inventory pattern established during a price line inventory?

1. To make the comparison of first and second counts easier
2. To make sure all items are included in the inventory
3. To make the count move faster
4. To make sure the count is accurate

6-44. When a price line inventory is conducted, the space inventoried should be broken down into sections so no more than what number of line items is included in each section?

1. 30
2. 60
3. 100
4. 120

6-45. How are price line inventories recorded on the inventory sheet?

1. Enter the item name and quantity
2. Enter the item name and correct price
3. Enter the quantity and correct price
4. Enter the quantity only

6-46. If during the price line inventory you come across two or more items with the same price, you should list them together on the inventory count sheet.

1. True
2. False

6-47. ROM users will enter price line inventory data into the ROM price change function.

1. True
2. False

6-48. In manual procedures, how many copies of the price line inventory are required for proper distribution?

1. Five
2. Two
3. Three
4. Four

6-49. In ROM procedures, the original of the final inventory count sheets is distributed to what file?

1. SSA-2
2. SSA-10
3. SSA-21
4. SSA-22

6-50. A price line inventory is taken in the retail store. After inventory the retail store column of the NAVSUP Form 235 is balanced and shows the Expenditure column is more than the Receipt column. What fact does this indicate?

1. There is an overage in the retail store amounting to the difference between the Expenditure and Receipt columns
2. You need to recheck the entries in the Receipt and Expenditure columns
3. There is a shortage in the retail store amounting to the difference between the Expenditure and Receipt columns
4. The Expenditure or Receipt column was added up incorrectly

Learning Objective: Determine the procedures for closing out and reviewing the stock records at inventory time.

6-51. The Stock Record, NAVSUP Form 464, is closed out at what time?

1. Weekly
2. Monthly
3. On the last day of the accounting period
4. Every 6 months

6-52. What figures on the NAVSUP Form 464 are added together at inventory time to give you the total inventory brought forward?

1. Sales figure and inventory brought forward, bulk storeroom
2. Inventory brought forward, bulk storeroom and sales outlet
3. Sales figure and inventory brought forward, sales outlet
4. Sales figure and the total receipts during the accounting period

6-53. How can you determine from the stock record the quantity of an item that was sold during the accounting period?

1. Total the Expended column
2. Subtract the total of the Expended column from the total of the Received column
3. Subtract the bulk storeroom inventory from the Total Balance column
4. Subtract the total inventory brought forward from the last entry reported in the Total Balance column

6-54. The ROM system will automatically post inventory data entered in the ROM system data base and close out the NAVSUP Form 464 in end of period closeouts, a subfunction of what ROM function?

1. The resale operations reports function
2. The inventory function
3. The resale operations constants function
4. The data file query function

6-55. After the NAVSUP Form 464 is closed out, it must be reviewed for accuracy by what individual?

1. The ship's store officer
2. The retail store operator
3. The bulk storeroom custodian
4. All of the above

6-56. A discrepancy list is prepared for any differences found in which of the following spaces?

1. The retail store
2. The snack bar
3. The bulk storeroom
4. All of the above

6-57. The bulk storeroom discrepancy list is maintained at what price?

1. Standard price
2. List price
3. Cost price
4. Retail price

Learning Objective: Determine the procedures for closing out and balancing the Ship's Store Afloat Financial Control Record, NAVSUP Form 235.

- 6-58. When is the NAVSUP Form 235 normally balanced and closed out?
1. Monthly when inventory is taken in a self-service walk-in store
 2. At the end of the accounting period
 3. When the ship's store officer is relieved
 4. When the responsible custodian is relieved
- 6-59. ROM users will process the NAVSUP Form 235 using what ROM function?
1. The resale operations constants function
 2. The data file query function
 3. The resale operations reports function
 4. The inventory function
- 6-60. The sales entry on the NAVSUP Form 235 during closeouts is obtained from what source?
1. NAVSUP Form 977
 2. NAVSUP Form 469
 3. NAVSUP Form 464
 4. NAVSUP Form 238
- 6-61. The inventory carried forward figure on the NAVSUP Form 235 during closeouts is obtained from what source?
1. The inventory control record
 2. The appropriate inventory summary sheet
 3. The NAVSUP Form 235 from the previous accounting period
 4. The NAVSUP Form 977
- 6-62. During the closeout of the NAVSUP Form 235, an amount is shown in the retail store Receipt column of the difference entry. This would indicate that there is a shortage in the retail store.
1. True
 2. False
- 6-63. By what means do you determine the percentage of overage or shortage on the NAVSUP Form 235?
1. Divide the amount on the difference line by the amount on the sales line
 2. Divide the amount on the sales line by the amount on the difference line
 3. Divide the amount on the total line by the amount shown on the sales line
 4. Divide the amount shown on the inventory brought forward line by the sales line
- 6-64. The can drink vending machines cost of sales figure is obtained from what source?
1. All NAVSUP Form 238s for the can drink vending machines
 2. All NAVSUP Form 236s for can drink vending machines
 3. All NAVSUP Form 464s for the can drink vending machines
 4. From the NAVSUP Form 235 from the previous accounting period
- 6-65. What figure for the can drink vending machines is subtracted from the total sales figure to obtain the gross profit?
1. The subtotal figure
 2. The difference figure
 3. The cost of sales figure
 4. The total inventory brought forward figure

- 6-66. How is the cost of sales figure for cup-type vending machines determined on the NAVSUP Form 235 during closeouts?
1. Divide the inventory brought forward entry by the difference entry
 2. Subtract the sales entry from the inventory brought forward entry
 3. Subtract the sales entry from the amount reported on the difference line
 4. Divide the total entry by the difference entry
- 6-67. When determining the percent of difference for the entire ship's store operation, from what record/form will you obtain the figures for the differences of each individual sales outlet?
1. The discrepancy list
 2. NAVSUP Form 235
 3. NAVSUP Form 236
 4. NAVSUP Form 233
- 6-68. An excessive difference exists in the ship's store operation when the total inventory dollar value difference between the financial control records and physical inventory exceeds what amount?
1. \$295.00 or 0.25% of the total sales
 2. \$325.00 or 0.5% of the total sales
 3. \$500.00 or 0.75% of the total sales
 4. \$750.00 or 1.0% of the total sales
- 6-69. What officer will initiate an informal examination of an excessive loss in the ship's store operation when it cannot be resolved at a divisional level?
1. The supply officer
 2. The legal officer
 3. The commanding officer
 4. The ship's type commander
- 6-70. At the completion of the informal investigation, an excessive difference exists. A letter report is then sent to which of the Following commands/activities?
1. Type commander
 2. NAVRESSO
 3. NAVSUP
 4. All of the above
- 6-71. What command/activity may direct the implementation of special inventory requirements?
1. The Navy Accounting and Finance Center
 2. NAVRESSO
 3. The Fleet Accounting and Disbursing Center
 4. NAVSEA
- 6-72. A disproportionate difference exists in the ship's store operation when the total inventory dollar value difference between the financial control records and physical inventory exceeds what percent of total sales?
1. 1.0 percent
 2. 2.0 percent
 3. 3.0 percent
 4. 2.5 percent
- 6-73. How are gains or losses of ship's store stock accounted for?
1. Gains or losses are absorbed in the cost of sales retail on the NAVSUP Form 978
 2. Losses are surveyed to the Navy Stock Fund and gains are handled as a gain by inventory
 3. All differences are carried forward to the next accounting period
 4. Losses are charged to the Ship's Store Profits, Navy (SSPN) and gains are credited to the Navy Stock Fund

- 6-74. How are gains or losses of standard Navy clothing stock accounted for?
1. Absorbed in the cost of retail sales on the NAVSUP Form 978
 2. Charged or credited to the Ship's Store Profits, Navy (SSPN)
 3. Losses are charged to the Navy Stock Fund and gains are credited to the Ship's Store Profits, Navy (SSPN)
 4. Charged or credited to the Navy Stock Fund

Assignment 7

Textbook Assignment: "Laundry Scheduling and Quality Assurance," chapter 7, pages 7-1 through 7-14.

Learning Objective: Identify the factors used in developing a laundry schedule.

- 7-1. Lots delivered to the ship's laundry should be completed in which of the following time frames?
1. Between the time the lots are delivered to the ship's laundry until the end of the workday
 2. No more than 1 day
 3. 1 to 3 days
 4. Before the next lot is received
- 7-2. The number of personnel working in the ship's laundry is based on which of the following factors?
1. The number of crew members aboard ship
 2. The number of nonrated personnel striking for the Ship's Serviceman rating
 3. The size and number of equipment
 4. The number of qualified personnel available
- 7-3. You are the laundry supervisor on a ship with a crew of 750 officer and enlisted personnel. What weekly workload can you expect to receive?
1. 9,000 pounds
 2. 9,600 pounds
 3. 18,000 pounds
 4. 19,200 pounds

- 7-4. You are the laundry supervisor on a ship with 60 CPOs and 35 officers. What total number of work uniform shirts and trousers can you expect to finish press weekly?

1. 665
2. 570
3. 360
4. 285

● In answering questions 7-5 through 7-7, refer to the paragraph below.

You are the laundry supervisor of a ship's laundry with four 100-pound washer extractors (one not operational); four operational 50-pound tumbler dryers; two three press operator stations (both operational); one single press 554 that is inoperative; and a laundry crew of eight personnel.

- 7-5. How many uniform shirts should you be capable of finish pressing in 2 hours?
1. 80
 2. 92
 3. 98
 4. 104
- 7-6. How much laundry should you be capable of washing in an 8-hour period?
1. 1,600 pounds
 2. 2,400 pounds
 3. 3,200 pounds
 4. 6,400 pounds
- 7-7. How much laundry should you be capable of drying in an 8-hour period?
1. 2,400 pounds
 2. 1,800 pounds
 3. 1,600 pounds
 4. 1,200 pounds

7-8. To simplify your determination of a laundry schedule, which of the following laundry records should you use?

1. Bulk work log
2. press deck log
3. Laundry summary sheet
4. All of the above

7-9. Which of the following requirements best describes what a good laundry schedule should fulfill aboard ship?

1. Shipboard requirements
2. Supply department requirements
3. Divisional requirements
4. Navy requirements

Learning Objective: Identify the procedures for preparing and using the daily laundry schedule.

7-10. The daily laundry schedule benefits the crew in which of the following ways?

1. Daily delivery of bulk lots
2. Earlier pickup of bulk lots
3. Delivery of bulk lots once or twice weekly
4. Delivery of individual lots daily

7-11. When the daily laundry schedule is used, how often should officer individual lots be delivered to the ship's laundry?

1. Daily
2. Three times weekly
3. Twice a week
4. As required

7-12. When using the daily laundry schedule, how often should you schedule CPO table linen while the ship is at sea?

1. Once a week
2. Twice a week
3. Three times a week
4. Daily

7-13. When the daily laundry schedule is used, what is/are the main problem(s) encountered by the laundry?

1. Pickup and delivery of laundry
2. Soiled clothing in the berthing compartments
3. Unsanitary conditions in the ship's laundry
4. All of the above

7-14. What individual will you notify when there is a problem with the pickup or delivery of divisional laundry?

1. The divisional laundry petty officer of the division concerned
2. The leading chief of the division concerned
3. The leading Ship's Serviceman
4. The ship's store officer

7-15. Which of the following problems occur(s) when a division does not deliver its bulk laundry daily when the ship is using the daily laundry schedule?

1. Unbalanced workloads
2. Unsanitary conditions in the laundry
3. Cluttered conditions in the laundry
4. All of the above

Learning Objective: Identify the procedures for determining your laundry schedule based on laundry capabilities.

7-16. A laundry schedule based on laundry capabilities is used instead of the daily laundry schedule when the laundry encounters which of the following problems?

1. Too much laundry to process
2. Lack of water or steam
3. Inoperative equipment
4. Each of the above

LAUNDRY INFORMATION		
1.	Days laundry operates per week	5
2.	Laundry crew size of competent laundry personnel	8
3.	Crew size including officer and enlisted personnel	800
4.	Officers	50
5.	Chief petty officers	75
6.	Installed washer extractors, 100-pound capacity	3
7.	Installed tumbler dryers, 50-pound capacity	4
8.	Installed three press operator stations	2

Figure 7A

- IN ANSWERING QUESTIONS 7-17 THROUGH 7-23, REFER TO FIGURE 7A.

- 7-17. Based on current recommendations, the number of personnel working in this laundry is insufficient for requirements.
1. True
 2. False
- 7-18. How many pounds of laundry should this laundry be capable of processing in a 96-hour workweek?
1. 9,600 pounds
 2. 14,400 pounds
 3. 16,000 pounds
 4. 19,200 pounds
- 7-19. How many pounds of laundry should this laundry be capable of washing in a 96-hour workweek?
1. 19,200 pounds
 2. 28,800 pounds
 3. 38,400 pounds
 4. 46,400 pounds

- 7-20. How many pounds of laundry should this laundry be capable of drying (a) per hour and (b) during a 96-hour workweek?
1. (a) 200 pounds (b) 19,200 pounds
 2. (a) 300 pounds (b) 27,300 pounds
 3. (a) 400 pounds (b) 38,400 pounds
 4. (a) 500 pounds (b) 48,000 pounds
- 7-21. What total number of officer and chief petty officer shirts and trousers should this laundry be capable of finish pressing per hour?
1. 20
 2. 40
 3. 60
 4. 80
- 7-22. How many pounds of laundry can this laundry expect to receive daily?
1. 3,840 pounds
 2. 3,200 pounds
 3. 2,840 pounds
 4. 2,400 pounds
- 7-23. How many officer and CPO uniforms shirts and trousers combined can this laundry expect to receive weekly?
1. 375
 2. 450
 3. 600
 4. 750

Learning Objective: Identify the factors used in developing a laundry schedule based on laundry capabilities.

- 7-24. When preparing a new schedule based on laundry capabilities, for what reason do you obtain the number of personnel from each division?
1. To estimate the total number of press items per week
 2. To estimate the total number of pounds of laundry received from each division weekly
 3. To estimate the total number of pounds received from each division daily
 4. To estimate the total number of divisional laundry bags received from each division monthly
- 7-25. How will the laundry supervisor obtain the number of personnel in each division on a large ship such as a carrier?
1. By getting a copy of all departmental rosters
 2. By requesting the information from all divisional leading petty officers
 3. By informing divisional laundry petty officers at a scheduled meeting
 4. By contacting each divisional mustering petty officer by telephone
- 7-26. To determine the weekly workload for each division, you multiply the number of personnel in each division by which of the following numbers?
1. 6
 2. 12
 3. 24
 4. 96
- 7-27. A combination of individual and bulk lots should be scheduled on each day of the week until which of the following workloads is reached?
1. Daily workload
 2. Weekly workload
 3. Monthly workload
 4. Hourly workload

- 7-28. When you schedule a division to deliver its laundry three times a week, you multiply the total number of personnel in the division by what number?
1. 24
 2. 16
 3. 12
 4. 8
- 7-29. When you schedule CPO lots twice a week, what number will you use to multiply the total number of chief petty officer lots by each day they deliver them?
1. 24
 2. 16
 3. 12
 4. 8
- 7-30. When preparing the laundry schedule, which of the following information should be included in the schedule?
1. Who delivers the lots
 2. To whom the lots belong
 3. General instructions
 4. All of the above

Learning Objective: Identify the causes of clothing damage during the receipt and washing process and corrective actions taken to prevent it.

- 7-31. Color transfer on clothing is caused by which of the following actions by laundry personnel?
1. Improper classification
 2. Overloading the washer extractor
 3. Improper drying temperatures
 4. Not using sour in the wash formula

- 7-32. The redepositing of soil on clothing may occur under which of the following conditions?
1. Washing white and colored clothes together
 2. Washing lightly soiled clothing items together
 3. Washing a light load of dungarees with black socks
 4. Washing heavily soiled clothing items with lightly soiled clothing
- 7-33. To prevent or reduce the possibility of damage to clothing from foreign objects in the bulk lots delivered to the ship's laundry, what is the best procedure personnel in the ship's laundry can use?
1. Check every pocket of the shirts and trousers delivered to the ship's laundry
 2. Inform crew members concerned that foreign objects were left in their pockets after a problem occurs
 3. Periodically place a note in the Plan of the Day (POD) informing crew members to carefully check the pockets of their clothing before sending them to the ship's laundry
 4. Do not allow personnel who leave foreign-objects in their clothing to receive a laundry claim
- 7-34. What should laundry personnel do to overstuffed laundry net bags received in the laundry?
1. Wash them separately from net bags with less clothing
 2. Send them back to the owner
 3. Remove the contents from overstuffed laundry net bags and wash them separately without the net bag
 4. Separate the contents into two laundry net bags
- 7-35. The majority of clothing damage in the ship's laundry occurs when the clothing is pressed.
1. True
 2. False
- 7-36. What should the maximum water temperature in the washer extractor be when certified Navy twill uniform items are washed?
1. 180°F
 2. 160°F
 3. 140°F
 4. 130°F
- 7-37. Detergents may be added directly to the water only after the appropriate water levels have been reached.
1. True
 2. False
- 7-38. The amount of detergent/oxygen bleach used in a 100-pound washer extractor should be increased when which of the following conditions occurs?
1. When washing in the automatic mode
 2. When washing a heavy load
 3. When washing in the manual mode
 4. When washing with seawater

IN ANSWERING QUESTIONS 7-39 THROUGH 7-43, SELECT FROM COLUMN B THE PROBABLE CAUSE OF THE PROBLEM LISTED IN COLUMN A.

	<u>A. PROBLEMS</u>	<u>B. CAUSES</u>
7-39.	Pressing is difficult	1. Over-starching
7-40.	Washer extractor does not wash or extract properly	2. Exceeding manufacturer load limits 3. No sour used during washing
7-41.	Clothes have spots on them after pressing	4. Over-extracting the clothes
7-42.	Clothes are yellow and dull looking after drying	
7-43.	Clothes are wrinkled	

IN ANSWERING QUESTIONS 7-44 THROUGH 7-48, SELECT FROM COLUMN B THE PREVENTIVE MEASURE TAKEN FOR THE PROBLEM LISTED IN COLUMN A. ANSWERS MAY BE USED MORE THAN ONCE.

	<u>A. PROBLEMS</u>	<u>B. PREVENTIVE MEASURES</u>
7-44.	Clothes very dull and gray looking	1. Use the automatic mode when washing clothes
7-45.	Drying time extended	2. Extract the clothes according to the wash formula
7-46.	Unsanitary wash	3. Classify the clothing properly
7-47.	Color transfer	
7-48.	Clothing sticking to the press heads	4. Use the laundry sour according to the wash formula

Learning Objective: Determine the causes of clothing damage during the drying and pressing cycle.

- 7-49. The temperature control on the tumbler dryer should be set no higher than what temperature?
1. 200°F
 2. 180°F
 3. 160°F
 4. 140°F
- 7-50. The drying timer is set on the tumbler dryer to alert laundry personnel when the drying and cooling cycle is completed.
1. True
 2. False
- 7-51. Which of the following problems may be caused by overloading tumbler dryers?
1. Poor tumbling action
 2. Poor wrinkle removal
 3. Extended drying time
 4. All of the above
- 7-52. The drying timer on the tumbler dryer should be set for what range of time?
1. 25 to 30 minutes
 2. 20 to 25 minutes
 3. 15 to 20 minutes
 4. 10 to 15 minutes
- 7-53. The cool-down timer on the tumbler dryer should be set for what range of time?
1. 5 to 10 minutes
 2. 10 to 15 minutes
 3. 15 to 20 minutes
 4. 20 to 25 minutes
- 7-54. Which of the following clothing items will dry in the least amount of time?
1. Dungaree trousers
 2. T-shirts
 3. Khaki trousers
 4. CNT white shirts

- 7-55. A fire in the tumbler dryer is more likely to occur under which of the following conditions?
1. Drying lightweight items only
 2. Drying heavy items only
 3. Drying lightweight and heavy clothing items together
 4. Drying dungaree shirts with black socks
- 7-56. What is the principal cause of shipboard laundry fires?
1. Unattended clothes in the dryer
 2. Unattended clothes on the press deck
 3. Spontaneous combustion of residual soil in clothing
 4. Clogged lint filters
- 7-57. What problem has occurred in the majority of fires reported aboard ship in the laundry?
1. Clothes were left in the dryer unattended
 2. Lint filters were not being cleaned properly
 3. Thermostats or timers were faulty on the tumbler dryer
 4. Lack of maintenance existed
- 7-58. How can the laundry supervisor prevent laundry dryer fires from occurring in the laundry?
1. Make sure personnel follow proper operating procedures
 2. Post a Prevent Laundry Dryer Fires placard on the front of each dryer and make sure personnel understand and follow its contents
 3. Make sure personnel follow applicable safety precautions
 4. All of the above
- 7-59. What is the primary cause of clothing damage on the press deck?
1. Improper padding of the presses
 2. Operator error
 3. Improperly washed clothes
 4. Improper press head adjustments
- 7-60. The engineering department is responsible for padding the laundry presses aboard ship.
1. True
 2. False
- 7-61. The laundry supervisor notices several broken buttons in the laundry. Which of the following actions should be taken?
1. Check the head adjustment on the presses
 2. Check the padding on the presses
 3. Notify the engineering department
 4. All of the above
- 7-62. When using a three press operator station, a capable laundryman should take approximately how long between press lays?
1. 45 to 60 seconds
 2. 30 to 45 seconds
 3. 20 to 30 seconds
 4. Less than 20 seconds
- 7-63. What clothing item(s) below may be damaged in the laundry by pressing it/them on a hot head laundry press?
1. Dry clean only articles
 2. Khaki garrison cap
 3. Khaki jacket
 4. Cotton dungaree trousers

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NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE _____ SOC. SEC. NO. _____ City or FPO State Zip
DESIGNATOR _____ ASSIGNMENT NO. _____
☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____ DATE MAILED _____

SCORE

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THIS FORM MAY BE LOCALLY REPRODUCED

